



## Career Advancement Annual Scholarship Program Guidelines

**2019 Application Deadline: Friday, July 5, 2019**

The CWBN Scholarship Program provides scholarship funds to women age 21 and older who reside and/or work in Johnston County and seek advanced educational and professional development to reach their career goals in the area of entrepreneurship and business.

### ***Eligibility***

To be eligible for scholarships, applicants must be:

- Women;
- Age 21 or over;
- Able to demonstrate financial need;
- Aspiring to own a business or enhancing business skills in current employment;
- Member or the employee of a member of the Triangle East Chamber of Commerce.

### ***Funding of CWBN Scholarship Program***

The scholarship program is made possible through CWBN fundraising events, sponsorships, and donations from business professionals in the Triangle East region.

### ***Use of Scholarship Funds***

- Scholarship funds may be used for tuition, fees, and books for an **upcoming** CWBN-approved credential, certification, re-certification or course of study at a community college or other educational organization.
- Funds are payable to the educational organization or applicant as reimbursement pending documentation of current expenses from education organization.
- The award is contingent upon availability of funds at the time of the application review process.
- **Funds may not be used to satisfy a past educational debt.**
- The applicant must be fully eligible to attend the institution in order to use these funds.

### ***Application Process***

The CWBN scholarship applications will be available on the Triangle East Chamber of Commerce website at [www.triangleeastchamber.com](http://www.triangleeastchamber.com) or by contacting the Chamber at 919.934.9166 or Kay Johnson at 919.631.7318.

- A letter of reference from a professional colleague or supervisor (not a family member) is required to be submitted with the application.
- Completed application documents must be received by the Chamber by 5pm on the deadline date.
- Application, letters of reference, and supporting documents mailed to the address below or emailed to [info@triangleeastchamber.com](mailto:info@triangleeastchamber.com).

Triangle East Chamber of Commerce  
PO Box 467  
Smithfield, NC 27577  
RE: CWBN Scholarship Program

### ***Funds Availability***

Scholarships available through CWBN funds will be awarded based on financial need, the cost of the education or training program, and the CWBN funds available at the time of the request.

### **Scholarship Reapplication**

Previous recipients may reapply for assistance five years after they are awarded a scholarship provided they have met all requirements for their previous scholarship.

### **Selection Process**

- Scholarship recipients will be chosen by an independent selection committee established by the CWBN Scholarship Program.
- Upon a review of the applications received, the application review committee will choose a pool of applicants to interview. **Interviews are scheduled for Friday, July 26th** at the Triangle East Chamber of Commerce, 1115 Outlet Center Drive, Smithfield. You will be notified of your interview time no later than July 15, 2019.
- **All applicants must make arrangements to participate in the interviews at the time assigned.**
- The scholarship recipients will be chosen on the basis of financial need, personal circumstances and achievements, educational goals, and the likely impact of the scholarship on their professional career.
- **Decisions of the selection committee are final.**
- Scholarship recipients will be notified within one month of the scholarship deadline by letter or email communication.
- Those not receiving a scholarship will receive a letter as well.

### **Receipt of Funds**

- Scholarship funds will be made available shortly after the scholarship recipients are announced.
- The scholarship check will be mailed to the recipient's permanent home address or educational institution at the direction of the scholarship recipient.
- It is the recipient's responsibility to provide appropriate address of educational institution for scholarship funds.
- It is the scholarship recipient's responsibility to insure scholarship funds have been applied.

### **Scholarship Recipient Expectations**

#### **Recipients must:**

- Provide accurate information at all times;
- Be enrolled in an approved educational program within six months of receiving notification of the scholarship award and provide written confirmation of enrollment; and
- Continue the designated educational program for the complete term of the scholarship (barring illness, family emergency or military service) providing written documentation of successful completion to CWBN.
- Attend CWBN ATHENA Award event on **Tuesday, October 29, 2019**.

#### **The Chamber Women's Business Network expects that all scholarship recipients will:**

- Satisfactorily complete the CWBN-approved course of study;
- Actively participate in Chamber's events within a year of receiving a scholarship; and
- Agree to speak at one CWBN event sharing their experiences since receiving the scholarship.

### **Contact Information**

Kelly Wallace at 919.934.9166 or [kellywallace@triangleeastchamber.com](mailto:kellywallace@triangleeastchamber.com).



## Career Advancement Annual Scholarship Application

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Personal Email: \_\_\_\_\_

County of Residence: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

### EMPLOYMENT

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Position/Title: \_\_\_\_\_

How long in current position? \_\_\_\_\_

### EDUCATION INFORMATION

Course/Program for which scholarship is requested:

Educational Organization providing the course:

Itemized cost for tuition, books, fees within award year:

How much funding are you requesting? \_\_\_\_\_

Dates of Study: \_\_\_\_\_

Annual Household Income:

- Less than \$25,000
- \$25,000-\$50,000
- More than \$50,000

Have you applied for and/or received other funds for this course of study?  Yes  No

Will you attain this education regardless of this award?  Yes  No

What community service activities are you currently involved in?

**ESSAY QUESTIONS (Required)**

1. Please write a descriptive paragraph that details your qualifications for a scholarship and indicate why you believe you should be selected as a recipient.

2. Please describe in detail your career goals and how the course/program of study will help you reach them.

**Please attach 1 letter of reference from a professional source with your application.**

## Chamber Women's Business Network Scholarship Guidelines

**Goal:** To advance educational and professional development for women who reside and/or work in Johnston County through events and opportunities that support entrepreneurship and business acumen.

To be eligible for scholarships, applicants must be:

- Women;
- Age 21 or over;
- Able to demonstrate financial need;
- Aspiring to own a business or enhancing business skills in current employment;
- Member or the employee of a member of the Greater Triangle East Area Chamber of Commerce.

It is the expectation of the Chamber Women's Business Network that all scholarship recipients will:

- Satisfactorily complete the CWBN-approved course of study;
- Actively participate in Chamber's events within a year of receiving a scholarship;
- Agree to speak at one CWBN event sharing their experiences since receiving the scholarship.

### ***Use of Scholarship Funds***

Scholarship funds may be used for tuition, fees, and books for an **upcoming** CWBN-approved credential, certification, re-certification or course of study at a community college or other educational organization. The award is contingent upon availability of funds at the time of the application review process. **Funds may not be used to satisfy a past educational debt.** The applicant must be fully eligible to attend the institution and provide written confirmation of enrollment in order to use these funds.

### **Applicant Certification**

I certify that I have read and understand the guidelines above and if selected for a scholarship will follow said guidelines. I also certify that all information provided is accurate and honest.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer  
(indicating full support for the CWBN Scholarship)

\_\_\_\_\_  
Date