

**PENNSYLVANIA RTAP SCHOLARSHIP
APPLICATION FORM**

Date _____

Name of Person Requesting Scholarship _____

Name of Organization _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Name of Director of Agency or Other Supervisor _____

Name of Training Program for which Scholarship is sought _____

Date and Location of Training _____

BRIEF DESCRIPTION OF PROGRAM (attach brochure, if available)

ESTIMATED COST:

Registration _____

Travel & Lodging _____

Other _____

TOTAL COST \$ _____

SCHOLARSHIP REQUEST: (May not exceed \$250 or 75% of total cost) \$ _____

Explain why your organization needs financial assistance for this program (attach additional sheets if needed)

Return this application to:

Cindy Conaway, Program Coordinator
PENNTTRAIN
600 North Third Street, Fourth Floor
Harrisburg, PA 17101

PennTRAIN Scholarship Requirements

Requirements pertaining to PennTRAIN Scholarships are as follows:

1. Only non-profit agencies are eligible to receive scholarships.
2. The agency must be in need of financial assistance.
3. The applicant must show evidence of completing the program for which the scholarship is received.
4. The scholarship will reimburse the applicant's organization for expenses not exceeding \$250 or 75% of total cost.

PENNTRAIN SCHOLARSHIP REIMBURSEMENT FORM

Agency/Organization: _____ Name of Individual: _____

Address: _____ Course/Class Attended: _____

_____ Date(s) Attended: _____

Phone: _____ Location: _____



TOTALS

1. REGISTRATION COSTS (must attach proof of payment and evidence of successful completion): _____

2. DAILY EXPENSES (must attach receipts for lodging/transportation/meals/other expenses): _____

Complete the following daily breakdown

Date	Lodging	Transportation	Meals	Other	Mileage@\$.36 Mile

Signed: _____ Date: _____ Total Costs: _____

(The person signing this form, under penalty of law, certifies to its accuracy and truthfulness)

TOTAL REIMBURSEMENT REQUESTED: _____
(Maximum of \$250.00)

RETURN COMPLETED FORM TO: PENNTRAIN, 600 North Third Street, Fourth Floor, Harrisburg, PA 17101