Steve Troxler
Commissioner

North Carolina Department of Agriculture
and Consumer Services
Division of Soil and Water Conservation

Patricia K. Harris
Director

Scholarship Application for Technical Training Events

I _____ from the _____ Soil and Water Conservation District request scholarship funding from the Division of Soil and Water Conservation for continuing education at the following event(s):

New Employee Orientation
Presented by: DSWC and NRCS
Location: Raleigh, NC
Date: May 10-11, 2016

Amount Requested
Hotel: _____
Meals: _____
Mileage: _____
Total: _____

I have _____ / have not _____ previously been awarded a scholarship by DSWC.

I understand that a limited number of scholarships may be available and that all applicants may not receive a scholarship. Selection criteria is based on but not limited to: continuing education need, funding availability/approval, and previous scholarships awarded to applicant. If awarded, the scholarship will cover attendee's subsistence at the currently approved state rate (meals and hotel). Subsistence is paid directly to the attendee.

_____ Date: _____
(Applicant Signature)

_____ Date: _____
(District Supervisor Signature)

For Internal Use Only

Reviewed by: _____ Date reviewed: _____

☐ Approved

☐ Denied, Reason: _____

Notes to Applicant:

1. Scholarships are only for Soil and Water Conservation District employees who have technical responsibility or potential responsibility in the subject areas covered in the application.

2. Submit the completed scholarship application form to the Division by the cutoff date noted. Application can be submitted electronically.

   Division of Soil and Water Conservation
   Attn: Natalie Woolard
   943 Washington Square Mall
   Washington, NC 27889
   Natalie.Woolard@ncagr.gov

3. After the Scholarship Application cut-off date, the Scholarship Review Committee will confirm scholarship awards. In the event the requests exceed funding, the committee will use selection criteria to award the scholarships. Selection criterion includes, but is not limited to: continuing education need, funding availability/approval, and previous scholarships awarded to applicant.

4. All applicants will be notified of the status of their application as soon as possible after final decisions are made. Applicants will be notified of their scholarship status in time to make final plans to participate in the training**.**

5. The scholarship will cover the attendee's subsistence costs pursuant to NC Office of State Budget and Management policies. **The county/district will not be reimbursed. The reimbursement will be paid directly to the district employee.**

   Employees must be at least 35 miles from home or their duty station (whichever is less), and must stay overnight to be reimbursed for hotel lodging. Hotel reimbursement request; max that can be paid is $67.30 plus pro-rated tax (attach fully taped receipt).

   Meals can be reimbursed when in overnight travel status. Current reimbursement rates for meals are as follows: Breakfast $8.30, Lunch $10.90, Dinner $18.70. Meals that are included in the registration fee are not eligible for reimbursement to the attendee. Receipts are not required for reimbursement for meals.

   On a "travel only" day (i.e. travel to and from training) meals are reimbursed in accordance with Departure/Return times. Breakfast can be paid if departure from duty station/home is prior to 6am, Lunch can be paid if departure is prior to 12pm, Dinner can be paid if departure is prior to 5pm. Breakfast can be paid on the day of the return trip to duty station or home, Lunch can be paid if arrival at duty station or home is after 2pm, Dinner can be paid if arrival is after 8pm.

   Hotel reimbursement request; max that can be paid is $67.30 plus pro-rated tax (attach fully taped receipt). Employees must be at least 35 miles from home or their duty station (whichever is less), and must stay overnight to be reimbursed for hotel lodging.

   Reimbursement rate for mileage is $0.25 per mile. A certification must be included documenting that no county, state or federal vehicle was used for associated travel.

6. Reimbursement forms shall be completed with supporting documentation and submitted to Natalie Woolard.