

# HFHI Capacity Building Grant

## Rural Scholarship Program

*Habitat has found that many rural affiliates are without funding for typical training opportunities. This part of the Capacity Building, Section 4 award will aid in the development of the organization's board of directors and staff by offering affiliates training scholarships, up to \$1000 per person (6 scholarships per affiliate). This opportunity is being offered for training that will enhance the relationship between the affiliate board and staff and provides opportunities to collaborate with community leaders and other leaders of community development-minded organizations.*

### Criteria & Eligibility:

#### Basic Criteria

1. Rural definition- Must meet Rural HUD definition. Please use the link below to HUD's rural map to verify your affiliate is applicable.  
<https://www.hudexchange.info/programs/section-4-capacity-building/>
2. Must be in Good Standing with HFHI
3. Must provide receipts for reimbursement within 30 days of the conference attended.
4. Must complete a scholarship request form and receive approval.

#### Who is Eligible and is there a Maximum Amount?

1. HFH staff or volunteers
2. Community partner if you are participating in NR
3. Maximum scholarship per attendee - \$1000 with receipts – no food.
4. Maximum number of attendees per affiliate 6. Beyond 6 attendees would need approval from CB and rural team.

#### Eligible expenditures

1. Transportation
  - a. Airfare
  - b. Ground transportation – rental car, mileage, parking, train, taxi, uber, etc.
2. Lodging
3. Conference/ Training Registration fee
4. Training provided by other organizations such as Housing Assistance Council, NeighborWorks, etc
5. Travel for a subject matter expert to perform training.

#### Rural Affiliate Responsibilities

1. Complete Scholarship Request Form for initial approval.
2. Upon completion of training reimburse the staff and/or volunteer.
3. Provide CB Rural Scholarship team with reimbursement form including receipts. Please follow all directions provided to ensure a speedy reimbursement. Listings of attendees and workshops attended will be required.
4. Complete survey concerning conference/workshop impact.
5. Learn and grow.



# Rural Scholarship

## Estimated Scholarship Amount Request Form

### Up to \$1000 per person with receipts

Partner ID#: -		
Affiliate Name:		
Address:		
City:	State:	Zip Code:
Primary Contact Name:		
Primary Contact Email Address:		
Rural Town or County of Service:		
Population:		
Training Event: (attach brief description)		
Event Date:		

Proposed Expenses Per Participant	Amount
Proposed Number of Participants	
Proposed Registration Cost	
Proposed Lodging Expense	
Proposed Airfare	
Proposed Rental Car, Other Ground Transportation	
Proposed Fuel Costs for Rental Car	
Proposed Airport Parking	
Proposed Mileage paid by Affiliate	
<b>PROPOSED GRAND TOTAL</b>	
<b>PER PERSON TOTAL</b>	

Please return this form to [RuralCapacityBuilding@habitat.org](mailto:RuralCapacityBuilding@habitat.org) .

**Upon receiving award notification for the Rural Scholarship Program, you will then receive instructions on the reimbursement process.**