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| A person sitting at a table using a computer  Description automatically generated with medium confidence | This **optional Pre-Application Worksheet** is a preview of the questions you will be asked to complete when you apply for a CLA Scholarship Award. This worksheet will allow you to gather and document information in advance and/or share draft responses with a trusted person to review for completeness and clarity.  Once the application period opens and you are ready to apply, go to the “Apply HERE” link, which is located on the [scholarship website](http://www.kingcounty.gov/scholarships), to transfer your responses from this worksheet to the online application form. |

**Be prepared to complete the online scholarship application form in one sitting.** Have your completed worksheet handy. The scholarship application form will not allow you to come back to continue working on it.

**THE LINK TO THE SCHOLARSHIP APPLICATION FORM IS ON THE SCHOLARSHIP** [**WEBSITE**](http://www.kingcounty.gov/scholarships) **AND WILL OPEN:**

* **From 6:00am on Monday, March 4, 2024, through 11:45pm on Sunday, March 31, 2024, and**
* **Is to request training that will occur and must be paid for in 2024.** 
  + NOTE: If you already paid for or completed the training, you are eligible to apply and use the scholarship towards reimbursing allowable expenses.

**The MAXIMUM amount an employee can be awarded is $3,000 per calendar year.** If you were awarded a 2024 scholarship from the fall 2023 application process, you are eligible to apply for another scholarship in 2024 BUT ONLY for the difference between what you were awarded, and the maximum amount allowed per year. For example, if you received a 2024 scholarship award for $2,000, then you are only eligible for the difference, or up to a $1,000 award.

Please visit [www.kingcounty.gov/scholarships](http://www.kingcounty.gov/scholarships) to see eligibility requirements, view the scholarship policy guidelines, FAQ’s, see 2024 timelines, and learn about the process that will be used to make scholarship awards.

Email your questions to [scholarshipfund@kingcounty.gov](mailto:scholarshipfund@kingcounty.gov).

*Below are the questions you’ll need to answer on the Official Scholarship Application Form.*

**Personal Contact Information**

1. First Name
2. Last Name
3. PeopleSoft ID number. (Please drop the beginning zeros.)
4. Preferred email address to receive notifications.
5. In which King County department/division do you currently work? (Employees on special duty, please select your home department.)
6. To be eligible for a scholarship, YOU MUST MEET ALL REQUIREMENTS LISTED BELOW. If you are unsure, please check with your human resources staff. Please confirm you meet each requirement listed:
   * YES. I am currently a comprehensive leave benefited employee that is not in a Term-Limited Temporary position, AND
   * YES. I am represented by one of the unions in the Coalition of Unions, OR I am in a special duty position that is represented by a union in the Coalition, AND my special duty hire letter states that the duration of my assignment will be for six months or longer, AND
   * YES. I have completed a probationary period in a comprehensive leave benefited position, AND
   * YES. I have completed at least one year of full or part time King County employment in a comprehensive leave benefited position. This can include time spent in a Term-Limited Temporary position IF there is no break in service between positions, AND
   * YES. I have no documented performance or discipline issues for at least one year prior to today’s date.

**Supervisor Approvals**

You must first check with your supervisor whether your organization can pay for the training for which you are seeking a scholarship AND receive a response that says whether funds are available AND states how much, if any, they will pay.

If your organization will not pay for the training or can only pay part of it, then you are eligible to apply for a scholarship.  
NOTE: Those pursuing a degree (AA, BA, MA, etc.) from a higher education institution are exempt from this requirement and can state “Not Applicable” below.

1. Supervisor's Name
2. What did your supervisor share regarding your organization's ability to pay for this training?
   * My organization has funds available to fully pay for the training.
   * My organization has funds available to partially pay for the training.
   * My organization does not have funds available to pay for the training.
   * Not Applicable because I am pursuing a college degree (AA, BA, MA, etc.).
3. List the amount your department will pay, if any, or list other financial aid you will receive, if any. Write “0” if none.
4. Will you be completing this training during your normal work hours? If "YES," you must have your supervisor's approval to apply for this scholarship.
   * YES, I have supervisor approval to attend this training on county time.
   * NO, I will be completing this training on my personal time.
5. Did you receive a 2024 scholarship award from the fall 2023 scholarship application period?
   * YES
   * NO

**Training Information**

1. Please check which of the following are applicable to the training for which you are seeking a scholarship.
   * General work-related training or continuing education
   * Certificate for a program of study (i.e.: Human Resources, Project Management, Business Analysis, Engineering Leadership)
   * Professional certification (i.e.: PMP, SPHR) OR license (i.e.: Registered Nurse, Licensed Professional Engineer)
   * Two-year degree
   * Four-year degree
   * Master's or other post graduate degree
2. List the name of EACH training organization.
3. List the website link for each specific training.
4. For each training, provide the name of the certificate program, certification or license; **or** if pursuing a college or vocational degree, list your major; **or** list the title of the general work-related training, continuing education course or other type of training.
5. List the START DATE and END DATE for each of the trainings for which you want to use this scholarship. If your dates are flexible, please say they are flexible.

**Estimated Expenses**

1. Use the space below to separately list the estimated 2024 expenses for TUITION, REQUIRED FEES, and APPLICABLE TAXES for EACH TRAINING.
2. Use the space below to separately list the estimated 2024 expenses for BOOKS, PUBLICATIONS, AND OTHER EXPENSES required for each training; or write “0” if none. **NOTE: If your estimated expenses for tuition, required fees, and applicable taxes listed in #18 above exceed $3,000, then write, “N/A.”**
3. List the amount your department will pay, if any, or list other financial aid you will receive, if any. Write “0” if none.
4. The maximum scholarship award is $3,000 per calendar year. Based on your calculations above, what is the total award amount you are seeking in a 2024 scholarship? Please estimate the desired award amount as closely as you can.
5. Use the space below to supply any other information about your training costs, registration, financial aid you may be receiving from your department or other sources, or anything else you believe is important. If there is nothing more to add, write “None.”

**Rating Criteria**

1. **RATING CRITERIA #1**: What is the training you are requesting and how will you use it at King County, or how will it support your professional development at King County? **NOTE: For those requesting multiple trainings, please make sure to answer this question for each training.**
2. **RATING CRITERIA #2**: One of King County’s values is that “We respect all people. We actively seek to learn and understand all perspectives, values, and beliefs.” **Tell us how you seek to learn or understand various perspectives, values, or beliefs.** NOTE: Consider beginning your response by saying, *“I seek to learn and understand various perspectives, values, and beliefs by\_\_\_\_\_\_\_\_\_\_\_\_, c*ompleting the sentence with a description of the specific actions you take to deepen your learning and understanding. Also, you can view a short [eLearning](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Flogin.neogov.com%2Fredirect%2Flms%2Fcf10dd2b3f65ec8b69608e0870817b3e%2Flearner%2Fcatalog%2Fcourse%2Fthird-party-online%2F53860821341f808f45ebcceeaf6a4aa9%2Fdetails&data=05%7C01%7CSusan.Navetski%40kingcounty.gov%7C84c83b21ff5d4c1fb11108db362f74a7%7Cbae5059a76f049d7999672dfe95d69c7%7C0%7C0%7C638163349662202419%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=LY5BOVUyDe55fIvUyfpFxQz6SF3vsmrqUSVGfE3cS3s%3D&reserved=0) on diversity, equity, inclusion, accessibility, and racial and social justice. You may also contact your Equity, Inclusion and Belonging Manager for information or assistance.

**Application Confirmations**

1. Please confirm that you understand each of the statements below.
   * I understand that scholarships will not pay for conferences, travel and accommodations, office supplies or student loans.
   * I understand that all training expenses must be paid for in 2024.
   * I understand I will be required to email [scholarshipfund@kingcounty.gov](mailto:scholarshipfund@kingcounty.gov) proof of completion for each training funded by the scholarship.
   * I certify that the statements made by me in these questions are, to the best of my knowledge, true, complete, and correct. I understand that any misrepresentation or material omission of fact in my responses may constitute grounds for disciplinary measures, including loss of scholarship program eligibility and repayment of the scholarship, if one is awarded.
2. Award recipients must agree to (A) the Terms and Conditions, and (B) the Professional Development Scholarship Policy Guidelines, both of which can be found at [www.kingcounty.gov/scholarships](https://kc1-my.sharepoint.com/personal/tkaye_kingcounty_gov/Documents/.DHR/.CCD%20Team/CLA%20Scholarship/www.kingcounty.gov/scholarships). Please confirm that you have read and agree to the Terms and Conditions and the guidelines outlined in the Scholarship policy.
   * I have read and agree to the Terms and Conditions as listed on the Scholarship website.
   * I have read and agree to the guidelines outlined in the Scholarship Program policy.