



## WASHINGTON STATE RURAL TRANSIT ASSISTANCE PROGRAM SCHOLARSHIP APPLICATION

### APPLICANT INFORMATION

Applicant Name \_\_\_\_\_ Email \_\_\_\_\_

Organization \_\_\_\_\_ Federal ID# \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP+4 \_\_\_\_\_

Phone \_\_\_\_\_

### SCHOLARSHIP INFORMATION

Training \_\_\_\_\_

Date(s) \_\_\_\_\_ Location \_\_\_\_\_

What is your current position? Demonstrate your organization's financial need, and how your attendance at this training or conference will benefit your organization.

## ESTIMATED COST

EXPENSE CATEGORIES	ESTIMATED EXPENSES
Registration Fee	\$
Travel: Car – Round-trip mileage * \$0.54 (ridesharing or least expensive mode of transportation is encouraged)	\$
Airfare – Round-trip	\$
Shuttle, parking, ferry, etc.	\$
Lodging (current per diem rate plus tax) * number of nights	\$
Total Estimated Expenses	\$

## SUPPORTING DOCUMENTATION

Please submit the following documents with your application:

- A training announcement, conference brochure, or meeting agenda that includes the location, cost, and schedule.
- A hotel estimate with the current per diem lodging rate, the total nights of stay, and applicable fees.
- A print out with the driving distance round-trip.
- An airline itinerary with estimated cost.

## ADDITIONAL REQUIREMENTS

Applicants awarded RTAP scholarships are required to fill out and submit the following documents to receive reimbursement:

- An expense sheet detailing actual expenses with supporting documentation. This document is provided with the scholarship award letter and is due within 60 days after the training.
- A training evaluation. This report is provided with the scholarship award letter and must be submitted with the scholarship expense sheet.

## AUTHORIZATION

Applications are accepted by emailing a signed, scanned copy to [howell@wsdot.wa.gov](mailto:howell@wsdot.wa.gov)

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization's Executive Officer Signature \_\_\_\_\_ Date \_\_\_\_\_