



## Nonprofit Agency Scholarship

### Application Checklist

If you are a permanent employee of a Washtenaw County nonprofit agency, you may be eligible to receive a tuition scholarship for one eligible non-credit professional development class each semester, offered through the Corporate Training & Lifelong Learning Department.

To successfully apply for the scholarship, you must complete all items on the checklist below:

- Work as a permanent employee with a Washtenaw County nonprofit agency
- Complete the WCC Nonprofit Agency Scholarship Application
- Obtain a copy of your nonprofit agency's 501(c)3 documentation
- Submit a completed application and nonprofit agency's 501(c)3 documentation, no later than two weeks (14 calendar days) **prior to the start date** of the class, to:  
[nonprofitscholarship@wccnet.edu](mailto:nonprofitscholarship@wccnet.edu).

#### Please note:

- Submission of completed application materials does not guarantee award.
- Awards will be made each semester as long as funds remain available.
- Awards will be made on a first-come, first-served basis.
- Applicants are only eligible to apply for the scholarship to cover the tuition costs of one class, from the eligible list of professional development classes, each semester.
- The scholarship covers tuition cost only. Any mandatory fees need to be paid at the time of registration.
- If awarded, failure to attend and pass the class successfully may result in you or your nonprofit agency being billed for the full tuition amount.

Final approval of eligible classes is reserved by WCC. We will notify you of your application status within 2 business days after receipt. **Program requirements are reviewed periodically and are subject to change without notice.**



### Nonprofit Agency Scholarship Application

#### Guidelines

If you are a permanent employee of a nonprofit agency in Washtenaw County (permanent position) you may apply for the Washtenaw Community College Nonprofit Agency Scholarship, which will pay the tuition (only) of one eligible non-credit professional development class.

Please complete this application and submit it, along with a copy of your agency's 501(c)3 documentation, no later than two weeks (14 calendar days) **prior to the start date** of the class to:

[nonprofitscholarship@wccnet.edu](mailto:nonprofitscholarship@wccnet.edu)

**NOTE: This application must be approved BEFORE registering for your class. The scholarship does not renew - a new application must be submitted for each semester you wish to apply.**

#### Student Information

LEGAL NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

I am applying for the Nonprofit Agency Scholarship. I understand that I must successfully complete and attend all sessions of my classes to remain eligible for this scholarship. If not, WCC may bill myself or my agency for the full tuition and/or discontinue my use of this scholarship. I understand that the final approval of eligible classes is reserved by Washtenaw Community College.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

#### Enrollment Information

Intended Semester of Enrollment:  Summer 20\_\_  Fall 20\_\_  Winter 20\_\_

Class # \_\_\_\_\_ Class Name \_\_\_\_\_

#### Employer Authorization

AGENCY NAME \_\_\_\_\_

AUTHORIZING SUPERVISOR NAME \_\_\_\_\_

AGENCY ADDRESS \_\_\_\_\_

AGENCY PHONE ( ) \_\_\_\_\_ SUPERVISOR EMAIL \_\_\_\_\_

We authorize Washtenaw Community College to bill us/and or discontinue use of this scholarship for the above student for the corresponding semester if the student does not successfully complete and attend all sessions of the approved class listed above. Approved costs include tuition only. We understand that the final approval of eligible classes is reserved by Washtenaw Community College.

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**WCC USE ONLY:** Semester: \_\_\_\_\_ Approved: Yes No Reviewed By: \_\_\_\_\_  
Comments: \_\_\_\_\_



## Corporate Training & Lifelong Learning Department

### List of Eligible Nonprofit Agency Scholarship Classes

BMG 1056	Social Media Best Practices	CEUs: 0.3
BMG 1066	E-Marketing for Small Business & Nonprofit Organizations	CEUs: 0.3
BMG 1068	Search Engine Optimization Tips	CEUs: 0.3
BMG 1069	Twitter Tactics for Your Business or Nonprofit	CEUs: 0.3
BMG 1071	Optimize Your Business Facebook Page	CEUs: 0.9
BMG 1072	Effective Video Marketing	CEUs: 0.3
BMG 1092	LinkedIn for Business and Nonprofits: Profiles, Pages, Groups & More	CEUs: 0.3
BMG 1112	Business Strategies for Profit & Growth	CEUs: 0.3
BMG 1123	Fundamentals of Human Resource Management	CEUs: 0.5
BMG 1129	Business Essentials for High-Performing Managers	CEUs: 0.3
BMG 1137	Lead Your Team to Powerhouse Status	CEUs: 0.3
BMG 1207	Customer Service	CEUs: 0.5
BMG 1213	Executive and Personal Assistants: Learning the Tools of the Trade	CEUs: 0.4
BMG 1216	Secrets of Goal Setting for Personal Success	CEUs: 0.3
BMG 1218	Strategies for Hiring the Right Employees	CEUs: 0.6
BMG 1223	Coaching and Mentoring Managers	CEUs: 0.5
BMG 1226	Managing Meetings to Get Results	CEUs: 0.3
BMG 1238	Talent Management: Investing for Success	CEUs: 0.6
BOS 1285	Excel 2016: Level 1	CEUs: 0.8
BOS 1280	Excel 2016: Level 2	CEUs: 0.8
BMG 1318	Grow HR: How to Enhance Your HR Career	CEUs: 0.8
CIS 1022	Excel Essentials for Data Analysts	CEUs: 1.5
CIS 1023	Excel Intermediate for Data Analysts	CEUs: 1.5
CIS 1024	Excel Core for Data Analysts	CEUs: 3.0
CIS 1063	Excel Expert for Data Analysts	CEUs: 3.0
CIS 1064	Excel Beginning Quickstart: Charts & Objects	CEUs: 0.3
CIS 1066	Excel Beginning Quickstart: Formulas & Formatting	CEUs: 0.3
CIS 1067	Excel Intermediate Quickstart: Formulas & Cell References	CEUs: 0.3
CIS 1068	Excel Intermediate Quickstart: Logical & Statistical Formulas	CEUs: 0.3
CIS 1069	Excel Expert Quickstart: Advanced Logical & Statistical Functions	CEUs: 0.3
CIS 1071	Excel Expert Quickstart: Macros & More	CEUs: 0.3
CIS 1072	Excel Expert Quickstart: PivotCharts & Advanced Charts	CEUs: 0.3
CIS 1073	Excel Expert Quickstart: PivotTables & More Pivot Tables	CEUs: 0.3
HSC 1078	Succession Planning: Preparing for the Future	CEUs: 0.5