Training Scholarship Policy

The Pinal County Coalition to End Homelessness (PCCEH) may set aside funding each calendar year to provide scholarships for member agencies to attend trainings that are relevant to the purpose and goal of the PCCEH. The scholarships will be provided in the form of reimbursement for registration fees to attend a conference, training, or other event for the purpose of improving the housing and homeless service delivery system within Pinal County. Travel, accommodation, and per diem travel expenses are not reimbursable.

No more than one scholarship per calendar year will be awarded to each member agency. Scholarships requests may not exceed $400. If the cost of the desired training exceeds $400, the agency will be responsible for paying for the remaining portion of the training. Scholarships will be awarded on a first come, first served basis to member agencies who meet the following requirements:

1. The agency has a current Agency Commitment form on file with PCCEH.
2. A representative from their agency has participated in PCCEH meetings at least four times over the past 12 months.
3. If agency is a housing service provider, a representative from the agency regularly participates in the monthly PCCEH HMIS / Case Conferencing / Coordinated Entry Committee Meetings.
4. The training participant agrees to give a report out to the PCCEH describing what they gained from the training, and how that information can be used to accomplish the PCCEH’s strategic plan to end homelessness.

Procedure:

1. All requests for training scholarships shall be emailed to [grants@pinal.gov](mailto:grants@pinal.gov) to the attention of the PCCEH Chair.
2. Requests shall be submitted at least fourteen (14) days before the training is scheduled to ensure adequate response time.
3. The following information must be included in the request:
4. Completed “Training Scholarship Application”.
5. Agenda and registration information for the training or conference
6. The Executive Committee will review the request and contact the agency requesting support if further information is needed.
7. The application must receive approval from a simple majority of the Executive Committee.
8. The Chair will sign the application and return it to the agency as well as the Executive Committee.
9. If the request does not receive approval, a member of the Executive Committee will notify the requesting agency of the decision, and the reason for the denial.
10. After the training, submit verification of attendance at the training, and a W-9 for the attending agency to [grants@pinal.gov](mailto:grants@pinal.gov)
11. Reimbursement will be mailed in the form of a check from Pinal County to the participating agency within 30 days of receipt of the request for reimbursement.

Training Scholarship Application

Email to: [grants@pinal.gov](mailto:grants@pinal.gov) to the Attention of PCCEH Chair

Date:

Name:

Title:

Agency:

Contact Information: Email:       Phone:

Name of Training or Conference:       Date(s):

Registration Fee:       Amount of reimbursement requested:

Briefly describe the training, and how it will help the attendee, or agency, better coordinate and provide housing and homeless services within Pinal County:

How will this training address homelessness/housing instability?

I have attached the agenda and registration information:  Yes  No

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Approved

Not Approved

PCCEH Chair Name:

PCCEH Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_