

## Cabot Community Investment Fund of Cabot (CCIF)

### *Community Educational Fund – Guidelines & Application*

#### Background and Mission of CCIF (formerly UDAG)

In 1987, the U.S. Department of Housing and Urban Development awarded the Town of Cabot a grant of approximately \$2 million to be loaned to the Cabot Farmers' Co-op to construct a warehouse and improve its wastewater treatment facilities. As funds were repaid, the Town awarded grants and loans to promote a wide range of community development activities. To insure the wise long-term stewardship of the funds and to provide for their orderly and sustainable use, Town Meeting adopted the original UDAG Plan on March 3, 1992, revised periodically to address emerging needs and effective implementation, and established the CCIF Trust Fund.

The purpose of the CCIF Plan is to provide financial resources, in the form of loans and grants, through a fair and consistent process, to local individuals and groups for activities and projects that serve to strengthen the economic, cultural, educational, environmental, and social well-being of the Cabot community.

#### Community Educational Fund:

The Community Educational Fund (CEF) promotes community education and life-long learning by assisting youth and adults in our community to seek opportunities for professional and career development, skills and job improvement, and entry into post-secondary trade and higher education. These funds are available as scholarships and grants on an annual competitive basis through a long-term financial endowment from the CCIF Program.

#### Who is Eligible?

Eligible recipients are Cabot residents, adults and youth, who have been Cabot residents for at least twelve months as of the application deadline and who will be Cabot residents on the award date.

#### What Educational Activities and Costs are Eligible?

Eligible activities that may be funded, in whole or in part, include the payment of tuition, registration and fees for degree programs, courses, seminars and workshops as well as for the purchase of books and/or equipment required for these activities. Examples of educational activities may include but are not limited to:

- accredited post-secondary technical school, college or university;
- professional development workshop or training conference;
- career re-training or apprenticeship program;
- small or micro business technical assistance seminar, and,
- continuing education for job certification.

However, a request for fees and travel costs to a trade fair for the sole purpose of marketing a product or service would not be considered under this fund.

Application Submission Requirements:

The Community Educational Fund application form is provided in the ATTACHMENT.

**A complete application packet must be postmarked on or by May 1 and mailed to the CCIF Community Educational Fund Committee (P.O. Box 125; Cabot, VT 05647).**

**PLEASE NOTE: Your application packet MUST BE COMPLETE UPON SUBMISSION. Application packets that are incomplete and/or submitted after the deadline will be returned to the applicant.**

Notification of Award:

Recipients of grants and scholarships will be notified by mail and are announced at the Cabot High School graduation in June of each year. Award decisions will be made by the Committee by June 1<sup>st</sup>.

## **ATTACHMENT – APPLICATION FORM**

### **CCIF Community Educational Fund Application**

Please submit a packet that includes **SIX (6) COPIES** of the following:

- Completed Application Form;
- 500 word max. personal and/or professional essay (See item 6 below);
- Acceptance letter from the school/program or proof of enrollment or registration, if available;
- Copy of invoice from school/program that was presented to the applicant;
- **PLEASE NOTE: YOUR APPLICATION SUBMISSION PACKET MUST BE CLEARLY WRITTEN AND ORGANIZED – THE QUALITY OF YOUR APPLICATION SUBMISSION, PARTICULARLY YOUR ESSAY, WILL INFORM THE COMMITTEE’S AWARD DECISION.**

**Application packets must be postmarked on or before May 1<sup>st</sup> and mailed to the CCIF Community Educational Fund Committee (P.O. Box 125, Cabot, VT 05647). Award decisions will be made by the Committee by June 1<sup>st</sup>.**

**PLEASE NOTE: Your Community Educational Fund application packet MUST BE COMPLETE UPON SUBMISSION. Application packets that are deemed incomplete and/or submitted after the deadline will be returned to the applicant.**

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

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

1. Have you been a legal resident of Cabot for the twelve months preceding the Application Date?

\_\_\_\_ YES      \_\_\_\_ NO

2. Will you be a legal resident of Cabot at the time of award?

\_\_\_\_ YES      \_\_\_\_ NO

3. How will CCIF funds be applied? (Check all that apply): \*

\_\_\_\_ Degree Program    \_\_\_\_ Course Training Seminar/Workshop    \_\_\_\_ Books  
\_\_\_\_ Equipment

\_\_\_\_ Other (Describe) \_\_\_\_\_

4. Name, address and phone number of the post-secondary educational institution and/or registrar's office, training or continuing educational program, or professional development program you plan to attend:

Institution/Program Name

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Make Check Payable to:

\_\_\_\_\_

5. Course of study you plan to pursue:

\_\_\_\_\_

6. Personal or Professional Essay - 500 words or less:

- Describe your personal and career goals; for trade or professional requests please note your non-academic performance and/or "track record".
- How will your choice of educational coursework or training help you meet those goals? Any additional points you wish to convey to the Committee?
- Describe your civic services, community volunteer experiences, and/or extracurricular involvement, if any.