

HFHI Capacity Building Grant

Rural & Small Affiliate Scholarship Program

Habitat has found that many rural and small affiliates are without funding for typical training opportunities. This part of the Capacity Building, Section 4 award will aid in the development of the organization's board of directors and staff by offering affiliates training scholarships, up to \$1000 per person (6 scholarships per affiliate). This opportunity is being offered for training that will enhance the relationship between the affiliate board and staff and provides opportunities to collaborate with community leaders and other leaders of community development-minded organizations.

Criteria & Eligibility:

Basic Criteria

1. To apply your affiliate must meet one of the following definitions:
 - a. **Rural Affiliate**- Must meet Rural HUD definition. Please use the link below to HUD's rural map to verify your affiliate is applicable.
<https://www.hudexchange.info/programs/section-4-capacity-building/>
 - b. **Small Affiliate**- Affiliate's GSA must be listed as "small" with HFHI.
2. Must be in Good Standing with HFHI
3. Must provide receipts for reimbursement within 30 days of the conference attended.
4. Must complete a scholarship request form and receive approval.

Who is Eligible and is there a Maximum Amount?

1. HFH staff or volunteers
2. Community partner if you are participating in NR
3. Maximum scholarship per attendee - \$1000 with receipts – no food.
4. Maximum number of attendees per affiliate 6. Beyond 6 attendees would need approval from CB and rural team.

Eligible expenditures

1. Conference/Training Registration fee
2. Transportation
 - a. Airfare
 - b. Ground transportation – rental car, mileage, parking, train, taxi, uber, etc.
3. Lodging
4. Training provided by other organizations such as Housing Assistance Council, NeighborWorks, etc.
5. Travel for a subject matter expert to perform training.

Rural & Small Affiliate Responsibilities

1. Complete Scholarship Request Form for initial approval.
2. Upon completion of training reimburse the staff and/or volunteer.
3. Provide CB Scholarship team with reimbursement form including receipts. Please follow all directions provided to ensure a speedy reimbursement. Listings of attendees and workshops attended will be required.
4. Complete survey concerning conference/workshop impact.
5. Learn and grow.



Rural & Small Affiliate Scholarship Request Form Up to \$1000 per person with receipts

Partner ID#: -		
Scholarship Applying for (select one only):		
Small Rural		
Affiliate Name:		
Address:		
City:	State:	Zip Code:
Primary Contact Name:		
Primary Contact Email Address:		
Rural Town/Rural County of Service/GSA Size:		
Population:		
Training Event: (attach brief description)		
Event Date:		
Proposed Expenses Per Participant		Amount
Proposed Number of Participants		
Proposed Registration Fees		
Proposed Lodging Expense		
Proposed Airfare		
Proposed Rental Car, Other Ground Transportation		
Proposed Fuel Costs for Rental Car		
Proposed Airport Parking		
Proposed Mileage paid by Affiliate		
PER PERSON TOTAL		
PROPOSED GRAND TOTAL		
Please return this form to RuralCapacityBuilding@habitat.org .		

If approved, you must submit your reimbursement requests no later than 30 days after completion of your travel; otherwise, HFHI may not reimburse your expenses.