

KKDA Scholarship Guidelines

V(2) 1/14/2020

1. Scholarship applications shall be reviewed and approved/rejected by the KKDA Scholarship Committee. A majority vote of the Committee is required for application approval.
2. Scholarship funding is available to any active & paid-up company member or individual member of the KKDA.
3. Scholarship funding is approved in the amounts of \$250 and \$500.
4. Member companies are capped at \$500 per calendar year (January 1st-December 31st).
5. Annually, \$2,500 is available for disbursement toward any applicable training for kiln dryers looking to expand their knowledge of the technical trade, business skills, business communication skills and leadership skills. Any training for kiln dryers must be disclosed on the Application form.
6. When the annual funding cap of \$2,500 is reached, any additional applications for training in that calendar year will be rejected with notice of fulfillment. The company can re-submit the application for training on January 1st of the following year.
7. Applications can be submitted from January 1st until October 31st of the calendar year **for training to be held in that same calendar year**. No new applications will be processed for the calendar year after October 31st.
8. If the company DOES NOT use the approved amount of funding, **the company can submit a new application for additional training within the calendar year** and receive the credited amount. Any applications for using credited scholarship funds must be received by October 31st.

Example: If a company receives approval for a \$500 scholarship for an employee, and only spends \$425 in registration/tuition and travel expenses, the company is able to receive a \$75 credit for additional training held in that same calendar year.

9. Scholarship funding will be limited to training registration/tuition and associated travel expenses. Associated travel expenses include: airfare, hotel, car rental and meals. Personal mileage is NOT reimbursable through this program. **Payment will be released to the good-standing member company after all training registration/tuition and training-related travel receipts have been submitted via E-mail (digitally scanned receipts only) to the KKDA President (see Scholarship Application form)**. Please allow 3 weeks for reimbursement processing.

10. Failure to disclose information on the Application form can result in disqualification of the application.
11. Approved funding can only be used for the Trainee(s) listed on the Application.
12. The Scholarship Committee has the authority to modify the annual Scholarship disbursement amount with approval of the Board of Directors.