



## WORKFORCE & COMMUNITY DEVELOPMENT

### 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 Workforce & Community Development 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:  
[eccdoperations@wccnet.edu](mailto:eccdoperations@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: [eccdoperations@wccnet.edu](mailto:eccdoperations@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: \_\_\_\_\_



## Workforce & Community Development 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 1071 | Maximize Your Business Facebook Page                     | CEUs: 0.9 |
| BMG 1207 | Customer Service Essentials                              | CEUs: 0.5 |
| BMG 1336 | Measuring and Interpreting KPI Data                      | CEUs: 0.3 |
| BMG 1337 | Introduction to Google Analytics 4                       | CEUs: 0.3 |
| CIS 1022 | Data Analytics: Level 1 (using Excel)                    | CEUs: 3.0 |
| CIS 1023 | Data Analytics: Level 2 (using Excel)                    | CEUs: 3.0 |
| CIS 1063 | Data Analytics: Level 3 (using Excel)                    | CEUs: 3.0 |
| CIS 1078 | Data Analytics: Level 4 (using XML)                      | CEUs: 1.5 |
| CIS 1106 | Data Analytics: Level 5 (using Power BI)                 | CEUs: 1.5 |
| CIS 1089 | Smartsheet: Level 1                                      | CEUs: 1.5 |
| CIS 1091 | Smartsheet: Level 2                                      | CEUs: 1.5 |
| CIS 1064 | Excel: Charts and Objects                                | CEUs: 0.3 |
| CIS 1066 | Excel: Formulas and Formatting                           | CEUs: 0.3 |
| CIS 1067 | Excel: Formulas and Cell References                      | CEUs: 0.3 |
| CIS 1068 | Excel: Logical and Statistical Formulas                  | CEUs: 0.3 |
| CIS 1069 | Excel: Advanced Logical and Statistical Functions        | CEUs: 0.3 |
| CIS 1071 | Excel: Macros and More                                   | CEUs: 0.3 |
| CIS 1072 | Excel: PivotCharts and Advanced Charts                   | CEUs: 0.3 |
| CIS 1073 | Excel: PivotTables and More PivotTables                  | CEUs: 0.3 |
| CIS 1121 | Introduction to Generative AI                            | CEUs: 0.2 |
| CIS 1245 | Computer Basics 1: Getting Started with Your Computer    | CEUs: 1.2 |
| CIS 4074 | Computer Basics 4: Advancing Your Skills                 | CEUs: 1.2 |
| CIS 4046 | Managing your Gmail                                      | CEUs: 0.6 |
| CIS 4047 | An Introduction to Google Drive and Docs                 | CEUs: 0.6 |
| BOS 4460 | Outlook Basics   | CEUs: 0.6 |