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| A person sitting at a table using a computer  Description automatically generated with low confidence | Scholarship Application Questions  **Application Period:** **May 8 – June 4, 2023**  **ONLY for training that will begin between July 1 – December 31, 2023**  [**www.kingcounty.gov/scholarships**](http://www.kingcounty.gov/scholarships)  **Email:** [**scholarshipfund@kingcounty.gov**](mailto:scholarshipfund@kingcounty.gov) |

Below is a Word version of the scholarship supplemental questionnaire for the May/June 2023 application period. Use this document to collect and record the information, and then copy and paste your information into the online application during the May 8 – June 4 application period. PLEASE DO NOT ATTACH A COPY OF THIS DOCUMENT when you apply. **Only the responses provided in your online application form will be used as your “official” response**.

If you have questions about the information that is being asked for in the questions below, please email: [scholarshipfund@kingcounty.gov](mailto:scholarshipfund@kingcounty.gov) .

INTERESTED IN ASSISTANCE WITH YOUR SCHOLARSHIP APPLICATION or INDIVIDUAL DEVELOPMENT PLAN?

There are staff available who can review this completed document or your [Individual Development Plan](https://kingcounty.gov/~/media/audience/employees/career-services/IDPs/Blank_IDP_Template_82022.ashx?la=en), should you choose to complete one, before you apply. You can reach out to your supervisor, HR or training staff, your department’s [Equity, Inclusion & Belonging (EIB) Manager,](https://kingcounty.gov/~/media/audience/employees/learning-and-development/ProfDevFund/List_of_EIB_Managers_82022.ashx?la=en) a mentor or others. You can also email Career Support Services at [careersupportservices@kingcounty.gov](mailto:careersupportservices@kingcounty.gov) or contact the Scholarship Program at [scholarshipfund@kingcounty.gov](mailto:scholarshipfund@kingcounty.gov).

If you would like help with the ESJ rating criteria question (#19) you can also reach out to your [Equity, Inclusion & Belonging (EIB) Manager](https://kingcounty.gov/~/media/audience/employees/learning-and-development/ProfDevFund/List_of_EIB_Managers_82022.ashx?la=en) or to any of the county’s ESJ Trainers by emailing [kctraining@kingcounty.gov](mailto:kctraining@kingcounty.gov). You can also view a short [eLearning](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Flogin.neogov.com%2Fredirect%2Flms%2Fcf10dd2b3f65ec8b69608e0870817b3e%2Flearner%2Fcatalog%2Fcourse%2Fthird-party-online%2F53860821341f808f45ebcceeaf6a4aa9%2Fdetails&data=05%7C01%7CSusan.Navetski%40kingcounty.gov%7C84c83b21ff5d4c1fb11108db362f74a7%7Cbae5059a76f049d7999672dfe95d69c7%7C0%7C0%7C638163349662202419%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=LY5BOVUyDe55fIvUyfpFxQz6SF3vsmrqUSVGfE3cS3s%3D&reserved=0) on diversity, equity, inclusion, accessibility, and racial and social justice. **Please feel free to seek assistance and do so well in advance of the application period closure date on June 4, 2023.**

1. What is your PeopleSoft ID number (drop the beginning zeros)? (If you do not know this number, you may locate it on your payroll advice or contact your supervisor or HR person for help).
2. In which King County department/division do you currently work? (Employees on special duty, please select your home department.)

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| Assessments  Council  DAJD  DCHS  DES/FMD  DES/FBOD  DES/RALS & Fleet  DES/Airport  DES/All Other Agencies | DHR  District Court  DJA  DLS/Permitting | DLS/Roads  DNRP/DO  DNRP/Parks  DNRP/SWD  DNRP/WLRD  DNRP/WTD | DPD  DPH  Elections  Executive Office  KCIT  METRO Transit | PAO  Sherriff's Office  Superior Court  Not Listed |

1. To be eligible for a scholarship, **YOU MUST MEET** **ALL** **REQUIREMENTS LISTED BELOW**. If you are unsure, please check with your human resources staff. Please confirm you meet each requirement listed.

YES. I am currently a comprehensive leave benefited employee that is not in a Term-Limited Temporary position, AND

YES. I am represented by one of the unions in the Coalition of Unions, OR I am in a special duty position that is represented by a union in the Coalition, AND my special duty hire letter states that the duration of my assignment will be for six months or longer, AND

YES. I have completed a probationary period in a comprehensive leave benefited position, AND

YES. I have completed at least one year of full or part time King County employment in a comprehensive leave benefited position. This can include time spent in a Term-Limited Temporary position IF there is no break in service between positions, AND

YES. I have no documented performance or discipline issues for at least one year from today’s date

1. This application period pays for training courses or programs that BEGIN between July – December of 2023, OR, for those in a self-paced, online degree program, are taking courses which occur between July – December 2023. Please confirm that your training meets this requirement. If you have questions about your situation, please email [scholarshipfund@kingcounty.gov](mailto:scholarshipfund@kingcounty.gov).

Yes, my training meets this requirement

1. You must first check with your supervisor whether your organization can pay for the training for which you are seeking a scholarship AND receive a response that says whether funds are available AND states how much, if any they will pay. If your organization will not pay for the training or can only pay part of it, then you are eligible to apply for a scholarship. In the space below, provide **(A)** the name and job title of the person you asked; and **(B)** their response; and **(C)** the amount your organization will pay, if any. (NOTE: Those pursuing a college or vocational/technical degree are exempt from this requirement and can state “Not Applicable” below.)

A. Name and job title of person contacted:

B. Their response:

C. Amount they will pay:

1. Supervisor approval is required to apply for a scholarship ONLY WHEN you will be completing your training on county time, or when the training will impact your normally scheduled work hours. Will you be completing this training on county time, or will your attendance of this training impact your normal work hours?

YES, I will be completing this training on county time, and/or my attendance of this training will affect my normal work hours, AND I have obtained supervisor approval for this

NO, I will be completing this training on my personal time

1. What is the purpose or end goal of the training for which you are seeking a scholarship?

A certificate for a program of study (i.e.: Human Resources, Project Management, Business Analysis, Engineering Leadership)

Professional certification (i.e.: PMP, SPHR) OR license (i.e.: Registered Nurse, Licensed Professional Engineer)

A two-year associates or vocational/technical degree

A four-year bachelor’s degree

A masters or professional degree (i.e., M.P.A., J.D.)

A doctorate degree

A general work-related training, continuing education course or other type of training

1. What is the name of the training organization?
2. What is the website link to the training program or organization?
3. What is the name of the certificate program, certification/license; or if pursuing a college or vocational degree, what is your major; or what is the title of the general work-related training, continuing education course or other type of training?
4. This scholarship period is only for college courses or other training that begins anytime between July – December 2023, OR, for those in a self-paced, online degree program, who are taking courses which occur between July – December 2023. What is the **START DATE** of your college courses or training during this time period? For those in a self-paced, online degree program, you may state “on-going.”
5. What is the estimated **END DATE** of your training? If your training request is to pursue a college or vocational/technical degree, write “Not Applicable” below.
6. Check off all that apply:

My training will be completed in 2023

My training will be completed in 2024

My department will be paying part of the training costs

I will be receiving financial aid from other sources to help pay for this training

None of these apply

1. Use the space below to estimate expenses for your training that **must be paid on or after July 1st and before December 1, 2023** as follows: **(A)** total estimated expense for tuition, required fees, and any applicable taxes; **(B)** total estimated expense for books or publications; or write “0” if none; **(C)** list and estimate other expenses; or write “0” if none; and **(D)** the amount your department will pay, if any, or other financial aid you will receive, if any; or write “0” if none. (NOTE: A response is required for A, B, C and D. Expenses for travel, food, accommodations, conferences, office supplies and student loans are NOT COVERED. Email questions to [scholarshipfund@kingcounty.gov](mailto:scholarshipfund@kingcounty.gov) )

A. Tuition, required fees, applicable taxes estimate:  
B. Books or publications estimate:  
C. Other expenses estimate:  
D. Amount department will pay and/or financial aid amount:

1. The maximum scholarship award is $3,000 per calendar year. Based on your calculations above, what is the total award amount you are seeking in a 2023 scholarship award? Please estimate the desired award amount as closely as you can which will help maximize the number of people who can receive an award and minimize the amount of funds that go unused at the end of the year.
2. Use the space below to supply any other information about your training costs, registration, financial aid you may be receiving from your department or other sources, or anything else you believe is important. If nothing more to add, then write “None.”
3. Did you receive a scholarship award in 2023 that was less than the maximum of $3,000? If yes, then you are eligible to be awarded the difference up to the $3,000 maximum for this year. For example, if you were awarded $2,500 in 2023. You would be eligible for up to $500 for a second award, reaching the combined maximum of $3,000 this year.

Yes, I received an award in 2023 that was less than the maximum of $3,000

No, I did not receive an award in 2023

1. [RATING CRITERIA #1](https://kingcounty.gov/~/media/audience/employees/learning-and-development/ProfDevFund/Scholarship_Rating_Criteria_2022.ashx?la=en): Please explain **(A)** your King County career goal; **(B)** the specific knowledge and skills you want to develop towards achieving your career goal; **(C)** how the training will help you with your career goal; and **(D)** several development activities you will pursue inside and/or outside of King County. If you are attaching an [Individual Development Plan (IDP)](https://kingcounty.gov/~/media/audience/employees/career-services/IDPs/Blank_IDP_Template_82022.ashx?la=en) or your department’s Employee Development Plan (EDP) you may write in the space below, “See attached IDP/EDP.”

A. Career goal:

B. Specific knowledge/skills to develop:

C. How training will help with my career goal:

D. Several development activities include:

1. [RATING CRITERIA #2](https://kingcounty.gov/~/media/audience/employees/learning-and-development/ProfDevFund/Scholarship_Rating_Criteria_2022.ashx?la=en): Based on where you are in your own lived experience and unique journey, what ways have you or will you strive to bring more diversity, equity, inclusion, accessibility, or racial and social justice to your work? Please write your response below. **DO NOT state “see IDP.”** (You can view a short [eLearning](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Flogin.neogov.com%2Fredirect%2Flms%2Fcf10dd2b3f65ec8b69608e0870817b3e%2Flearner%2Fcatalog%2Fcourse%2Fthird-party-online%2F53860821341f808f45ebcceeaf6a4aa9%2Fdetails&data=05%7C01%7CSusan.Navetski%40kingcounty.gov%7C84c83b21ff5d4c1fb11108db362f74a7%7Cbae5059a76f049d7999672dfe95d69c7%7C0%7C0%7C638163349662202419%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=LY5BOVUyDe55fIvUyfpFxQz6SF3vsmrqUSVGfE3cS3s%3D&reserved=0) on diversity, equity, inclusion, accessibility, and racial and social justice.)
2. The only document you may attach is your Individual Development Plan (IDP) or your Employee Development Plan (EDP). Do not attach any other document. Please confirm if you are attaching only your IDP or EDP.

YES, I am attaching my IDP or EDP

NO, I am not attaching an IDP or EDP

1. Award recipients must agree to (A) the Terms and Conditions, and (B) the Professional Development Scholarship Policy Guidelines, both of which can be found at [www.kingcounty.gov/scholarships](http://www.kingcounty.gov/scholarships) . Please confirm that you have read and agree to the Terms and Conditions and the guidelines outlined in the Scholarship policy.

I have read and agree to the Terms and Conditions as listed on the Scholarship website.

I have read and agree to the guidelines outlined in the Scholarship Program policy.

1. I certify that the statements made by me in these supplemental questions are, to the best of my knowledge, true, complete, and correct. I understand that any misrepresentation or material omission of fact in my responses may constitute grounds for disciplinary measures, including loss of scholarship program eligibility and repayment of the scholarship, if one is awarded.

Yes

No