

# Tips on applying for the Bybee Grant

- Tip 1** Do your research before starting a training program, make sure the training provider is an accredited organization. Check Better Business Bureau for any complaints and ratings for the training provider. Compare that their costs are in line with other organizations providing the same training. Make sure the course is what you want and need for your career enhancement.
- Tip 2** You must have been a member in good standing for one year at the time you submit your application.
- Tip 3** You must have completed the training prior to applying for the Bybee Grant.
- Tip 4** You must have attended a single course, program or related activity which clearly relates to your professional advancement in the field of workforce development.
- Tip 5** The course cannot be a required course for a degree or for the purpose of matriculation.
- Tip 6** The course is related to career advancement or enhancement of skills in workforce development fields.
- Tip 7** Make sure all fields in the application are answered and the form is signed.
- Tip 8-** **Attach all documentations such as:**
- Training provider's description of the course, class, certification exam, or training.
  - Documentation from training entity that the course was satisfactorily completed.
  - Proof of payment that you paid for the class, training, certification, or program.
  - Make sure your contact information is current and you can be reached if the Bybee Board needs additional information.
- Tip 9** Respond to any follow up inquiries from the Board in a timely manner. Remember they are working to respond back to you within a specific timeframe. If you delay in providing information you may not be approved.
- Tip 10** The Bybee trustees can approve grant requests **up to \$750 or two grants per member, per fiscal year, whichever is less.**

**Good Luck in your educational endeavors!**