



National CAPACD Scholarship Policies

1. Purpose of Scholarship Policies

In an effort to be fully transparent with our scholarship processes, National CAPACD makes clear its policies regarding all scholarships. These policies standardize National CAPACD's expectations of scholarship recipients, as well as payment protocols and required documentation for scholarship payment disbursement.

2. Key Definitions

- **Recipient**: The individual receiving the scholarship and attending the related event.
- **Recipient Organization**: The recipient's employer or host organization.
- **Scholarship Event**: The related event which the recipient is required to attend in order to receive the full scholarship.
- **Travel Stipend**: A flat payment amount provided to a recipient to offset travel costs as part of the overall scholarship.
- **Travel Reimbursement**: Payment provided to a recipient to reimburse actual travel expenses, up to a maximum amount, as part of the overall scholarship.
- **Complimentary Registration**: If the scholarship event requires paid registration, the scholarship may include registration for the recipient at no cost.

3. Scholarship Recipient and Recipient Organization Responsibilities

By accepting a scholarship from National CAPACD, the recipient and recipient organization are responsible for the following:

- **Ensuring participation of one staff member per scholarship awarded.** If the recipient is no longer able to attend, please let us know as soon as possible. Scholarships may be transferable to another colleague within the recipient organization who meets the eligibility criteria, at the discretion of National CAPACD.
- **Arrangement of personal lodging accommodations.** Events hosted by National CAPACD may include a group rate at designated hotel(s) and/or lodging reservations made by National CAPACD. For hotel information, please reference event materials or reach out to the event manager or your program manager.
- **Arrangement of personal flight or ground transportation.** All scholarship recipients are highly encouraged to purchase refundable tickets or travel insurance, as National CAPACD is not able to provide reimbursements for cancellations.

- **Participation in all scholarship event activities.** National CAPACD reserves the right to revoke a scholarship for lack of attendance or participation in scholarship event activities. If the recipient declines to participate, then the travel stipend and/or reimbursement will not be provided. Please let us know as soon as possible if any extenuating circumstances prevent full participation.

4. Payment Protocol and Required Documentation

National CAPACD scholarships may include either a travel stipend or travel reimbursement to help offset the recipient's cost of attending the scholarship event. All travel stipend and travel reimbursement payments will be **paid to the recipient organization after confirmed participation in the scholarship event.**

Travel Stipends: The travel stipend is a flat payment amount provided to a recipient to help offset travel costs as part of the overall scholarship. Travel stipends may include a per diem for meals and incidental expenses based on federal GSA guidelines. Scholarship recipients who receive travel stipends are not required to provide expense documentation. Stipends may be spent as needed, within any of the recipient organization's guidelines if applicable. However, please be sure to save all travel and lodging receipts until after payment has been issued.

Required Documentation: All travel stipend payments require a Form W-9 from the recipient organization to confirm address and tax status. If the recipient is receiving the payment individually, then they must submit their own Form W-9. All Form W-9s must be signed within the current calendar year and submitted through our [secure Dropbox link](#).

Travel Reimbursements: The travel reimbursement is a payment provided to a recipient to reimburse actual travel expenses, up to a maximum amount, as part of the overall scholarship. Scholarship recipients who receive travel reimbursements are required to provide all receipt documentation and complete an [External Reimbursement Form](#) within 10 business days after the scholarship event. Types of reimbursable expenses include:

- Air travel / trainfare
- Travel between home and airport/train station
- Business-related ground transportation
- Meal expenses

Required Documentation: All travel reimbursement payments require a Form W-9 from the recipient organization to confirm address and tax status. If the recipient is receiving the payment individually, then they must submit their own Form W-9. All Form W-9s must be signed within the current calendar year and submitted through our [secure Dropbox link](#).

All travel reimbursements require full receipt documentation. Acceptable receipts must be itemized and show: (1) what was purchased, (2) when it was purchased, and (3) the amount paid. Credit card statements or hotel booking confirmations are not acceptable on their own, as they do not meet all three requirements.

If you have an incomplete receipt, you may be asked to submit multiple forms of documentation to verify the expense. If you do not have any receipt documentation, then we will not be able to process the reimbursement.

5. Special Circumstances

Prepayment: If your organization is experiencing financial hardship and requires support in upfront costs, National CAPACD may be able to purchase travel tickets and/or lodging arrangements on your behalf. All upfront costs paid by National CAPACD will be deducted from the total travel stipend amount.

If you have any questions regarding these policies, please reach out to us at rfp@nationalcapacd.org.