



## TESC Spouse Small Business & Career Enhancement 2023 Scholarship Overview and Checklist

Team Ellsworth Spouses' Club now offers awards to its members to enhance the portability of careers and support the entrepreneurial spirit of military spouses. Awards will be given up to the amount of \$500 to spouses pursuing a training or certification program in 2023 and to spouses seeking to enhance their small business through new capabilities. Funds may be used for activities such as conference attendance, specialized skill training, or continuing education that will support a spouse's career objective. Small business owners may request funds for training, services, or materials that will grow their business. Our intent with this opportunity is to provide a unique benefit to our members and support the ongoing career objectives of spouses.

### **Application Checklist:**

- Complete application found on jotform.
- Included in application is the following:
  - Application Information (Name, Email, etc.)
  - Sponsor Information (Name, Email, etc.)
  - Agreements
  - Essay
  - Documents Applicant will have to upload
    - Resume
    - Itemized List of Expenses to pursue either Certification or Training Small Business Enhancement
    - Letter of Good Standing if applicant is entrepreneur working under the business license of a parent company.
- All applications must be submitted via jotform by Saturday, April 1, 2023.

### **Required Criteria to apply**

1. Team Ellsworth Spouses' Club (TESC) offers merit-based awards to spouses who seek additional training, certification or small business support to enhance their career. Awards are given in the amount up to \$500.
2. Applications must be postmarked no later than, Saturday, April 1, 2023. All application material must be submitted via jotform. No other delivery method will be accepted (e.g. hand-delivered, e-mailed, or faxed). Incomplete packets will be deemed ineligible. Please retain a copy of all documents as application packets will not be returned.
3. Eligible applicants are members in good standing of the TESC, having paid dues during the membership year.
4. Scholarships are awarded in accordance with the TESC Scholarship Committee Guidelines.

5. Selection criteria will include the following: work experience, community/volunteer activities, leadership roles, personal/educational goals, and an essay.
6. The applicant is responsible for gathering and submitting all necessary information and official documents.
7. The Scholarship Committee members & Scholarship Judges and their dependents are not eligible to apply for these awards.
8. Awards are granted without regard to service member's military rank, or applicant's race, gender, age, ethnicity, religion, financial need, or disability.
9. Applicants will be notified via email of the results.
10. Scholarship winners must agree to any publicity the TESC may want to use, including publication of photos, names, and award amounts. Winners must sign an acceptance form following notification, and may be asked for a digital photo for publicity purposes.
11. Please e-mail any questions to [Scholarships.TESC@gmail.com](mailto:Scholarships.TESC@gmail.com)

**Eligibility: Each applicant *must* meet the following requirements:**

1. Applicant must be a spouse who plans to use scholarship funds to attend a training or certification program in 2023 OR a small business owner who seeks to enhance their small business through new capabilities.
  - a. Eligible training expenses include (but are not limited to) items such as conference attendance, continuing education, specialized skill training, etc.
  - b. Eligible small business enhancements include (but are not limited to) marketing and web design, equipment purchases, etc. Questions regarding eligible expenses or training may be directed to [Scholarships.TESC@gmail.com](mailto:Scholarships.TESC@gmail.com)
2. Spouses must be the non-military dependent of one of the following:
  - a. Active duty U.S. military member assigned or attached to Ellsworth Air Force Base (EAFB).
  - b. Active duty Air National Guard or U.S. Reserve member assigned or attached to EAFB.
  - c. Retired U.S. military member who resides in the Ellsworth AFB area.
  - d. Active duty U.S. military member serving in a remote assignment whose dependents reside in the EAFB area.
  - e. Civil Service member working at EAFB, who holds a valid government ID card.
  - f. Deceased military member whose dependent resides in the Ellsworth AFB area.
3. Proof of Air Force Dependency. One of the following forms of verification must be submitted via the jotform links can be found at <https://teamellsworthspousesclub.com/scholarship>
  - a. Dependent Verification Letter (can be obtained from MPF). Must have authorizing signature.
  - b. Photocopy of current orders (Active Duty only) with SSN blacked out. Dependent's name must be listed and highlighted.

- c. Retirement orders and additional documentation with dependents name (eg: proof of valid dependent ID card).
4. Spouses applying for small business support must have a registered LLC with an EIN or be a sole proprietor operating on a valid business license. If a spouse is involved in direct sales, they may use the EIN of the parent company along with proof of their affiliation with that company in good standing.

**Limitations:**

1. Scholarship funds are to be used within the 2023 calendar year for training, certification or small business enhancements. Questions regarding eligible expenses or training may be directed to [Scholarships.TESC@gmail.com](mailto:Scholarships.TESC@gmail.com).
2. Estimates are allowed, however, there should be indicators of research to justify the estimate.
3. All funds received shall be applied to formal training, certification, equipment or services.
  - a. Training and certification include courses or conferences that support a certification, lead to a certification, or allow spouses to maintain certification (such as Continuing Education Units).
  - b. Spouses applying for small business grants may not reimburse themselves for time or services rendered. The purpose is to expand or enhance a business or career. The infusion of funds should enhance entrepreneurial skills or remove a barrier to growth.
4. Funds will be paid directly to award recipients. The recipient *must* provide the Scholarship Committee with necessary information (mailing address, etc.) by September 1, 2023 or the award will be considered unclaimed and may be awarded to an alternate applicant.

**Scholarship Selection Committee:**

1. The Selection Committee will be composed of impartial judges from the community. The Scholarship Committee invites individuals from the community to judge the essays. Judges and their dependents are not eligible to apply for the scholarship.
2. The scholarship Selection Committee will select the scholarship recipient(s). If the awardee becomes ineligible then an alternate will be selected based on essay, academics, résumé, and activities.
3. All decisions will be final.