

**MMCT & FOA
SCHOLARSHIP APPLICATION**

NAME _____ TITLE _____

CITY/TOWN _____ PHONE _____ FAX _____

ADDRESS _____

Check One: ___ Institute ___ National Conference ___ Regional Conference ___ other

Check One: ___ 1st year applicant ___ 2nd year applicant ___ 3rd year applicant

Conducted by: _____

Location: _____

Dates: _____

Cost: _____

Check One: ___ including registration, travel, accommodations, etc. ___ Registration only

I am a current member of the Montana Municipal Clerks, Treasurers & Finance Officers Association and request scholarship funding available from the Montana Municipal Clerks, Treasurers & Finance Officers Association. I understand applications will be evaluated by the Education Committee based on criteria established by MMCT&FOA. I further understand that scholarships will be awarded until appropriated funds are expended. Should I find that I am not able to attend the Institute/Conference/Training, I will immediately notify the MMCT&FOA Education Committee Chair and reimburse the Association for any funds received..

Applicant's Signature Date

Submit to: Brenda Schneider, MMC/CPFA
Town of Superior
PO Box 729
Superior, MT 59872
Phone 406-822-4672 FAX 406-822-3594
Email: townofsuperior@blackfoot.net

Received: _____

Awarded: _____

Notified: _____

HAVE YOU INCLUDED? PLEASE CHECK! MAKE SURE YOU INCLUDE THE FOLLOWING!!

- _____ Requested funding from your Governing Body and been denied (include minutes)
- _____ Applicant must submit a letter from their immediate supervisor that:
 - ___ Indicates that the city/town cannot fully fund the cost of the program;
 - ___ Expresses support for the application; and
 - ___ Indicates a commitment to grant time to attend the conference or educational program
- _____ Include evidence of attendance at prior institutes, conferences, etc (2nd and 3rd year applicants)
- _____ Paid member of MMCT&FOA

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SCHOLARSHIP APPLICATION DEADLINE IS MARCH 1 FOR IIMC, APT, GFOA

SCHOLARSHIP APPLICATION DEADLINE IS MARCH 1 FOR MMCTFOA INSTITUTE

MMCT&FOA SCHOLARSHIP POLICY

STATEMENT OF PURPOSE

The purpose of the Montana Municipal Clerks, Treasurers & Finance Officers Association (MMCT&FOA) Scholarship Program is to encourage the pursuit of professional development through attendance at annual institute, national conferences, regional conferences and state training workshops.

CRITERIA:

1. Applicant must be a paid member of the MMCT&FOA.
2. Applicant must be a City Clerk, Clerk/Treasurer, Deputy Clerk, Deputy Clerk/Treasurer, Finance Officer, or a related title.
3. Applicant must have requested his/her government agency to financially underwrite costs and been denied funding due to budget constraints.
4. Applicant must submit a letter from their immediate supervisor that:
 - Indicates that the city/town cannot fully fund the cost of the program;
 - Expresses support for the application; and
 - Indicates a commitment to grant time to attend the conference or educational program
5. Scholarships will be limited to a maximum of three lifetime scholarships per person. First time attendee scholarships will be a full scholarship, including registration, travel and lodging. Second and third scholarships will be for registration only.
6. Applications are considered by need, commitment to attend, and by order or date received. Scholarships are non-transferable.
7. Preference in selection will be shown to those applicants seeking their first scholarship. Evidence of attendance at earlier professional development seminars, institutes and conferences from applicants seeking scholarship support for second and third year seminars must be submitted with application.
8. Scholarship awards will be made within the limitation of scholarship funds available.
9. Applications must be complete when submitted, including letter from immediate supervisor.
10. Applications for IIMC, GFOA, AND APT must be submitted to the Education Committee Chair by March 1. Recommendation to the Executive Board will be made by March 10. The Executive Board will give final approval/ notification of award by March 25.
11. Application for Montana Annual Institute must be submitted to the Education Committee Chair by March 1. Recommendation to the Executive Board will be made by March 10. The Executive Board will give final approval/notification of award by March 25.
12. If the Recipient of a MMCTFOA Scholarship is unable to attend the conference they must reimburse MMCTFOA the full amount of the scholarship.

