



Maryland Municipal Clerks Association Scholarship Guidelines

PURPOSE

To encourage continuing education and professionalism for members of the Maryland Municipal Clerks Association (MMCA) by awarding financial support to qualified applicants who require assistance in achieving Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designations, via participation in conferences, institutes, academies, online training and other educational venues designed to enhance local government productivity, or pursue training and higher education goals to further professional development.

GUIDELINES

The criteria on the following pages shall be considered by the MMCA Scholarship Committee and used for making judgements in conjunction with the information provided by candidates.

ELIGIBILITY

The applicant must:

- Be an active member in good standing of the Maryland Municipal Clerks Association (MMCA) and of the International Institute of Municipal Clerks (IIMC).
- Be a municipal clerk, clerk-treasurer, deputy clerk, assistant city clerk, or anyone performing the duties of a clerk, and normally have served in that capacity for a minimum of one year in the present municipality. The one-year requirement may be waived at the discretion of the MMCA Scholarship Committee.

GENERAL INFORMATION

One Scholarship may be awarded annually for the registration fee for each of the following training venues:

- IIMC Annual Conference
- IIMC Annual Region II Conference
- IIMC approved Institute or Academy

Overall preference will be given to eligible applicants actively seeking CMC or MMC designation, and first-time attendees to the conference, academy or institute.

One Incentive Scholarship in the amount of \$100 for first-time attendance/participation may be awarded annually for each of the following training venues:

Athenian Dialogue
IIMC Annual Conference Academy Class or
IIMC Pre-Conference Class
On-line training course
Maryland Municipal League Conference
National League of Cities Conference Other
IIMC approved training venue

All Scholarship funds will be awarded as reimbursement to the successful applicant.

Scholarships may be awarded to the same applicant more than once, but a new application must be submitted for each scholarship.

APPLICATION PROCESS

The Applicant shall:

- Submit the MMCA Scholarship Application to the MMCA Scholarship Committee by March 1, June 1, September 1, or December 1 for approval at a quarterly meeting of MMCA.
- Submit a letter along with the scholarship application showing that funding was sought from the municipality and that the governing body or administration has denied full funding or allocated only partial funding with a full explanation of the actions taken.
- Present evidence that the municipality supports the applicant's attendance at the Institute or Conference in the event that a scholarship is awarded, and that the applicant will be granted time off to attend the event;
- Submit a written statement specifying how attendance at the Institute or conference would enhance the applicant's professional development;
- Submit information from the IIMC Institute, conference or other educational venue showing dates, cost, and summary of activity pertaining to the class or event that funding is being requested for.

AWARD PROCESS:

The MMCA Scholarship Committee shall:

- Advertise upcoming scholarship opportunities via *The Messenger*, quarterly meetings, member emails, and/or social media in advance of a deadline.

- Meet to review applications and determine if an award may be made.
- Recommend Scholarship Award for approval at a quarterly meeting of MMCA.
- Notify the applicant of scholarship award by letter which will include information about the award and the process for reimbursement.
- Notify the applicant's municipality of the scholarship award by letter. The Scholarship Awardee shall:
 - Be responsible for payment of registration fee to the specific venue.
 - Submit proof of attendance to the MMCA Treasurer for reimbursement.

CONTACT INFORMATION

Stacy Milor, Town Clerk
Town of North Beach
PO Box 99
North Beach, MD 20714
northbeach@northbeachmd.org
443-646-2415
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