

**State Association &
New England Association of City & Town Clerks
New England Municipal Clerks Institute & Academy**

SCHOLARSHIP APPLICATION

- | | <u>YES</u> | <u>NO</u> |
|---|-------------------|------------------|
| 1. I am a Deputy or Municipal Clerk. | _____ | _____ |
| 2. I am the only applicant from my municipality. | _____ | _____ |
| 3. I have been denied all or partial funding from my municipality
and I am enclosing the <u>letter of denial</u> | _____ | _____ |
| 4. I am a member in good standing of my state association. | _____ | _____ |
| 5. I am a dues-paying member of the New England Association | _____ | _____ |

If you have answered **YES** to all of the above, you may apply for financial assistance. If you have answered **NO** to any of the above, you must include a letter of explanation stating why you have not complied with the above criteria

NAME _____ DATE _____

ADDRESS _____ PHONE _____ FAX _____

JOB TITLE/TOWN _____ POPULATION _____

EMAIL ADDRESS _____

I am applying for financial assistance for the New England Municipal Clerks Institute Year _____ or Academy Course _____
AMOUNT REQUESTED \$ _____

If Academy student, the year you graduated from the Institute:

My Municipality will pay \$ _____

I have _____ have not _____ applied to IIMC for scholarship funds. IIMC will pay \$ _____

Return this application, letter of denial and any necessary letter of explanation to your STATE Scholarship Chair by your state deadline.

**** Check with your State Scholarship Chair to see if you need additional paperwork****

FOR USE BY STATE SCHOLARSHIP CHAIR ONLY:

Date received: _____ Date action taken: _____

Amount awarded: _____ **OR:** Reason for denial _____

After state action, State Scholarship Chair should forward to NEACTC Joint Chair by **April 7, 2017**

FOR USE BY NEACTC/NEMCI JOINT SCHOLARSHIP COMMITTEE CHAIR ONLY:

Date received: _____ Date action taken: _____

Amount awarded: _____ **OR:** Reason for denial _____

2017 NEW ENGLAND MUNICIPAL CLERK INSTITUTE & ACADEMY SCHOLARSHIP CRITERIA

1. The Executive Board shall determine, annually, the amount of scholarship monies to be allocated. Scholarships are only for those applicants who have been denied funds from their municipalities.
2. The Joint Scholarship Committee shall consist of a committee made up of members appointed by the President of the New England Association of City & Town Clerks and the Chair of the NEMCI & Academy Board of Directors.
3. Scholarship money from both sources shall be combined and allocated to applicants as agreed by the committee, with the exception of funds specifically earmarked and in the possession of the New England Municipal Clerks Institute & Academy Board of Directors.
4. The NEACTC President appoints a Joint Scholarship Chairman to serve for three years.
5. Scholarships shall be awarded to students attending the New England Municipal Clerks Institute and Academy.
6. Scholarship awards will be limited to one person per office with the Clerk having first preference.
7. Applicant must be a Municipal Clerk or Deputy/Assistant Clerk.
8. The Joint Scholarship Committee will give priority to first year Institute students.
9. An applicant must be a current member of his or her state association.
10. An applicant must have been a member of the NEACTC for over one year.
11. Applicant shall disclose at time of application they have applied for IIMC funds.
12. An applicant must have requested funds from his/her municipality and include a letter of denial for such funds.

1. Applicants should (after denial from municipality) send this application to their state association for funding. A reason for denial or explanation must accompany this application in order to be considered.
2. Deadline for State Scholarship Chairpersons to file applications with the Joint Scholarship Chair is **April 7, 2017**.
3. Joint Scholarship Chair will notify the applicant, the Treasurer of the NEACTC, and the Treasurer of the NEMCI & Academy by April 30, 2017.

Joint Scholarship Chairperson

(Joint Scholarship Chairperson refers to the person responsible for awarding scholarship funds from NEACTC and NEMCI and does not imply joint responsibility with another person. This is a three year appointment)

CT Michele Grande, New England Chair - 100 Hill Road, PO BOX 1028, Redding, CT 06897
Phone: 203-938-2377 Fax: 203-938-5000 townclerk@townofreddingct.org

State Scholarship Chairpersons

State Scholarship Deadlines

CT	Michele Grande, New England Chair - 100 Hill Road PO BOX 1028 Redding, CT 06896 Phone: 203-938-2377 Fax: 203-938-5000 townclerk@townofreddingct.org	Nov 15 th
MA	Marie Y Ryan, 334 Main Street, Great Barrington, MA 01230 Phone (413) 528-1619 Ext 3 Fax (413) 528-1026 mryan@townofgb.org	March 27 th
NH:	Kelli L. Barnaby, 1 Junkins Avenue, Portsmouth, NH 03801 Phone: 603-610-7207 Fax: 603-427-1579 klbarnaby@cityofportsmouth.com	April 1 st
RI:	Michelle Hardy, 137 Roosevelt Ave., Pawtucket, RI 02860 Phone: 401-728-0500 Fax 401-728-8932 mhardy@pawtucketri.com	March 31 st
VT:	Pattie McCoy MMC, 9 Main Street Ste. 2, Poultney, VT 05764 Phone: 802-287-5761 poultneytownclerk@comcast.net	March 1 st
ME:	Tammy O'Donnell, 290 Tuttle Road, Cumberland, ME 04021 Phone: 207-829-5559 Fax: 207-829-2214 todonnell@cumberlandmaine.com	April 1 st