

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

**SCHOLARSHIP APPLICATION**

- |  | <b><u>YES</u></b> | <b><u>NO</u></b> |
|--|-------------------|------------------|
| 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 6, 2018**\*\*\*

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

Date received: \_\_\_\_\_ Date action taken: \_\_\_\_\_  
 Amount awarded: \_\_\_\_\_ **OR:** Reason for denial \_\_\_\_\_

## 2018 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 6, 2018**.
3. Joint Scholarship Chair will notify the applicant, the Treasurer of the NEACTC, and the Treasurer of the NEMCI & Academy by April 30, 2018.

### 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)

#### New England Chair

CT Michele R. Grande, P.O BOX 1028, Redding, CT 06875  
Phone: 203-938-2377 Fax: 203-938-5000 [townclerk@townofreddingct.org](mailto:townclerk@townofreddingct.org)

#### State Scholarship Chairpersons

#### State Scholarship Deadlines

CT:	Linda Amerighi, PO Box 224, Sharon, CT 06069 Phone: 860-364-5224 Fax: 860-492-7025	<a href="mailto:sharontownclerk@yahoo.com">sharontownclerk@yahoo.com</a>	November 15 <sup>th</sup>
MA:	Nancy J. Talbot, 126 Main Street, Suite F, Ware, MA 01082 Phone: 413-967-9648 x103 Fax: 413-967-9638	<a href="mailto:ntalbot@townofware.com">ntalbot@townofware.com</a>	March 27 <sup>th</sup>
NH:	Jane Cypher, 100 Winnacunnet Road, Hampton, NH 03842 Phone: 603-926-0406 Fax: 603-929-5917	<a href="mailto:jcypher@town.hampton.nh.us">jcypher@town.hampton.nh.us</a>	April 1 <sup>st</sup>
RI:	Michelle Hardy, 137 Roosevelt Ave., Pawtucket, RI 02860 Phone: 401-728-0500 Fax: 401-728-8932	<a href="mailto:mhardy@pawtucketri.com">mhardy@pawtucketri.com</a>	March 31 <sup>st</sup>
VT:	Sandra Pisonault, P.O. Box 715, East Dorset, VT 05253 Phone: 802-362-4571 Fax: 802-362-5156	<a href="mailto:dorsetclerk@gmail.com">dorsetclerk@gmail.com</a>	March 1 <sup>st</sup>
ME:	Tammy O'Donnell, 290 Tuttle Road, Cumberland, ME 04021 Phone: 207-829-5559 Fax: 207-829-2214	<a href="mailto:todonnell@cumberlandmaine.com">todonnell@cumberlandmaine.com</a>	April 1 <sup>st</sup>