



## MTCCA Scholarship Program Application and Guidelines

### Scholarship Program #1: MTCCA Scholarship

*Scholarships from this program are made possible by the generous donations of the Portland Press Herald, Associated Press and Bangor Daily News with their thanks to municipal clerks for their assistance with early reporting results.*

**These scholarships are available to MTCCA members in good standing for the following:**

- ***MTCCA Sponsored Classes***
- ***Annual Maine Secretary of State Elections Conference***
- ***General support of continuing professional education of municipal clerks, including training for management of elections***

**Please read the following conditions to determine eligibility for a scholarship:**

- Applicants must be a Municipal Clerk, Deputy Clerk, or Assistant Clerk
- Applicants must be a current member of the MTCCA in good standing
- Only one scholarship per person is awarded per calendar year
- Scholarships will be limited each year to one person per office with the Clerk having first preference, unless all of the funds have NOT been awarded and the annual limit has not been reached, then another applicant from the same office may be considered
- Scholarship applications should be filed thirty (30) days prior to the workshop/conference date and application should be sent with event registration form
- Scholarship applications received must be for workshops/conferences within the same calendar year as the date of the application
- Attendance requirement: If the MTCCA awards a scholarship and the recipient does not attend the class for any reason, the recipient is liable for any and all associated cancellation or class fees as determined by MMA's Administrative Staff. The scholarship funds shall be returned to the MTCCA treasury for future use. The recipient shall not be eligible for a second scholarship in the same calendar year

**To apply for an MTCCA Scholarship, please fill out the application form and return to:**

MTCCA Scholarship Committee  
60 Community Drive  
Augusta, ME 04330

Or Email the completed form to [training@memun.org](mailto:training@memun.org)

*For questions about this scholarship, please contact the MTCCA Office at 1-800-452-8786 or 207-623-8428.*

Notification of scholarship award will be sent upon approval to scholarship applicant. For questions or to check the status of the scholarship application, please call the MTCCA Affiliate Office at 1-800-452-8786 (Augusta area: 207-623-8428).



## MTCCA Scholarship Program Application and Guidelines

### MTCCA Scholarship Application

Name:		Date of Application:	
Primary Municipal Job Title:		Phone:	Fax:
Municipality:		Number of Years in Current Job Position:	
Population:	Email:		
Mailing Address:			
I am a member in good standing of the Maine Town & City Clerks' Association for the current membership year: <input type="checkbox"/> Yes <input type="checkbox"/> No			
I am working toward my MTCCA Certification (Original, Re-Certification or Lifetime Certification): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Event:			
Date and Location of Event:			
Amount Requested:			
<input type="checkbox"/> Yes! I have remembered to attach the registration form for the event.			

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

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**For Office Use Only:**

Date Reviewed:	
Amount of Scholarship Awarded:	
Scholarship Rejected – Reason:	
Scholarship Chairperson – Print Name:	
Scholarship Chairperson – Signature:	



## MTCCA Scholarship Program Application and Guidelines

### Scholarship Program #2: D. Brenda Caldwell Scholarship

*Scholarships from this program are made possible by the generous donation of D. Brenda Caldwell, a former Maine municipal clerk and advocate to the clerk profession.*

**These scholarships are available to Municipal Clerks in Maine for the following:**

- ***MTCCA Sponsored Classes***

**Please read the following conditions to determine eligibility for a scholarship:**

- MTCCA membership is not a requirement for scholarship approval
- Applicants must be a Municipal Clerk, Deputy Clerk, or Assistant Clerk
- Only one scholarship per person is awarded per calendar year
- Scholarships will be limited each year to one person per office with the Clerk having first preference, unless all of the funds have NOT been awarded and the annual limit has not been reached, then another applicant from the same office may be considered
- Scholarship applications should be filed thirty (30) days prior to the workshop date and application should be sent with event registration form
- Scholarship applications received must be for workshops within the same calendar year as the date of the application
- Attendance requirement: If the MTCCA awards a scholarship and the recipient does not attend the class for any reason, the recipient is liable for any and all associated cancellation or class fees as determined by MMA's Administrative Staff. The scholarship funds shall be returned to the MTCCA treasury for future use. The recipient shall not be eligible for a second scholarship in the same calendar year

**To apply for an MTCCA Scholarship, please fill out the application form and return to:**

MTCCA Scholarship Committee  
60 Community Drive  
Augusta, ME 04330

Or Email the completed form to [training@memun.org](mailto:training@memun.org)

*For questions about this scholarship, please contact the MTCCA Office at 1-800-452-8786 or 207-623-8428.*

Notification of scholarship award will be sent upon approval to scholarship applicant. For questions or to check the status of the scholarship application, please call the MTCCA Affiliate Office at 1-800-452-8786 (Augusta area: 207-623-8428).



## MTCCA Scholarship Program Application and Guidelines

### D. Brenda Caldwell Scholarship Application

Name:		Date of Application:	
Primary Municipal Job Title:		Phone:	Fax:
Municipality:		Number of Years in Current Job Position:	
Population:	Email:		
Mailing Address:			
I am working toward my MTCCA Certification (Original, Re-Certification or Lifetime Certification): <div style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </div>			
Name of MTCCA-sponsored workshop you wish to receive scholarship funds for:			
Date and Location of Event:			
Amount Requested:			
<input type="checkbox"/> Yes! I have remembered to attach the registration form for the event.			

\_\_\_\_\_

(Applicant Signature)

\_\_\_\_\_

(Date)

<b>For Office Use Only:</b>	
Date Reviewed:	
Amount of Scholarship Awarded:	
Scholarship Rejected – Reason:	
Scholarship Chairperson – Print Name:	
Scholarship Chairperson – Signature:	



## MTCCA Scholarship Program Application and Guidelines

### Scholarship Program #3: IIMC/NEACTC Annual Scholarships

*Annual Scholarships for MTCCA members to attend the annual IIMC Conference and/or NEACTC Conference are made possible by the MTCCA through the generous donations of the Portland Press Herald, Associated Press and Bangor Daily News with their thanks to municipal clerks for their assistance with early reporting results.*

**These scholarships are available to Municipal Clerks in Maine for the following:**

- ***IIMC Conference (International Institute of Municipal Clerks)***
- ***NEACTC Conference (New England Association of City & Town Clerks)***

**Please read the following conditions to determine eligibility for a scholarship:**

- Application deadline for IIMC: Must be **received** by February 1 annually
- Application deadline for NEACTC: Must be **received** by September 1 annually
- Applicants must be a Municipal Clerk, Deputy Clerk, or Assistant Clerk
- Applicants must be a current member of the MTCCA in good standing
- Only one scholarship per person is awarded per calendar year
- Scholarships will be limited each year to one person per office with the Clerk having first preference, unless all of the funds have NOT been awarded and the annual limit has not been reached, then another applicant from the same office may be considered
- Scholarship applications received must be for the conference within the same calendar year as the date of the application
- Attendance requirement: If the MTCCA awards a scholarship and the recipient does not attend for any reason, the recipient is liable for any and all associated cancellation or class fees as applicable. The scholarship funds shall be returned to the MTCCA treasury for future use. The recipient shall not be eligible for a second scholarship in the same calendar year
- Scholarships will be awarded to students attending the IIMC Conference
- Scholarships awarded shall not exceed the total conference registration rate
- Applicants must have applied for funding from their municipality and been denied full funding – letter of denial from municipality must be included with application

**To apply for an MTCCA Scholarship, please fill out the application form and return to:**

MTCCA Scholarship Committee  
60 Community Drive  
Augusta, ME 04330

Or Email the completed form to [training@memun.org](mailto:training@memun.org)

*For questions about this scholarship, please contact the MTCCA Office at 1-800-452-8786 or 207-623-8428. Notification of scholarship award will be sent upon approval to scholarship applicant. For questions or to check the status of the scholarship application, please call the MTCCA Affiliate Office at 1-800-452-8786 (Augusta area: 207-623-8428).*



# MTCCA Scholarship Program Application and Guidelines

## NEACTC/IIMC Annual Conference Scholarship Application

Name:		Date of Application:	
Primary Municipal Job Title:		Phone:	Fax:
Municipality:		Number of Years in Current Job Position:	
Population:	Email:		
Mailing Address:			
I am a member in good standing of the Maine Town & City Clerks' Association for the current membership year: <input type="checkbox"/> Yes <input type="checkbox"/> No			
I am working toward my MTCCA Certification (Original, Re-Certification or Lifetime Certification): <input type="checkbox"/> Yes <input type="checkbox"/> No			
List Name, Location and Date of NEACTC or IIMC Conference:			
Amount Requested:			
My municipality will pay the following toward my conference expenses: \$			
In addition to this scholarship request, I am also applying for scholarship assistance from (select all that apply): <input type="checkbox"/> IIMC <input type="checkbox"/> County Association <input type="checkbox"/> JOINT SCHOLARSHIP COMMITTEE (NEACTC)			
<i>(Please Note: This application is not valid toward other scholarship programs. To apply for those scholarships, the applicable scholarship forms should be filled out and sent in to the applicable organization.)</i>			

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

### For Office Use Only:

Date Reviewed:	
Amount of Scholarship Awarded:	
Scholarship Rejected – Reason:	
Scholarship Chairperson – Print Name:	
Scholarship Chairperson – Signature:	