



## **SCHOLARSHIP GUIDELINES**

The following guidelines shall serve as the basis for scholarship awards:

- ◆ The applicant must have maintained membership as an Active Member, as defined in Article III, Section 1 of the MMTA bylaws, for at least 12 months immediately prior to submitting the Scholarship Application.
- ◆ The Scholarship can apply toward any MMTA-sponsored function that MiCPT or CPFA points are awarded for attending.
- ◆ The applicant must have been refused funding by his or her municipality. Proof of refusal shall be submitted with the Scholarship application in the form of a letter from the Mayor/Supervisor/Manager/Department head or through a copy of the adopted minutes from the Board meeting at which the funding was refused.
- ◆ Scholarships shall be limited to registration fees only and may or may not be awarded for the full amount of the registration fee. No funds shall be provided for lodging, meals or transportation costs.
- ◆ The MMTA Board shall only approve scholarship awards if funds are available in the Scholarship Fund.
- ◆ Scholarships shall be awarded on a first come, first served basis provided the applicant meets all other qualifications.
- ◆ No more than one (1) scholarship shall be granted to any applicant or any municipality in any one calendar year. No more than three (3) scholarships shall be awarded to any one municipality in a 10-year period.
- ◆ The Education Committee Chair shall review all scholarship applications and make recommendations to the MMTA Board of Directors.
- ◆ The MMTA Board of Directors shall have the final say in awarding scholarships and must do so by a roll call vote.
- ◆ The MMTA Board of Directors, by a majority roll call vote, may discontinue the Scholarship Program at any time.

Please direct any questions and/or submit the completed application to:

**Rachel Piner**

**Education Committee Chair**

City of Williamston ◆ 161 E. Grand River Ave. ◆ Williamston, MI 48895

(517) 655-2774 ◆ [treasurer@williamston-mi.us](mailto:treasurer@williamston-mi.us)

# Michigan Municipal Treasurers Association

www.mmta-mi.org



## SCHOLARSHIP APPLICATION

Applicant's Name \_\_\_\_\_  
Last First Nickname

Title \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_  
Street/PO Box City State Zip

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Please check for which program you are requesting the scholarship:

- Basic Institute – First Year
- Basic Institute – Second Year
- Basic Institute – Third Year
- Advanced Institute
- Annual Fall Conference
- Winter Workshop
- MMTA in the UP
- Other \_\_\_\_\_

**Have you applied to your municipality for funds to attend this program?**

**Yes.** Please complete the remainder of the application.

**No.** STOP HERE. You do not qualify for scholarship funding.

What is the registration fee for the program for which you are requesting funding? \_\_\_\_\_

What is the amount your municipality has agreed to provide for this program? \_\_\_\_\_

Have you been a member of the MMTA for at least 12 months?  No  Yes Since: \_\_\_\_\_

Have you previously received a scholarship from the MMTA?  No  Yes Year(s): \_\_\_\_\_

Please provide written evidence from the Mayor/Supervisor/Manager/Department Head or a copy of the adopted minutes of the board meeting stating that the request for funding was submitted and denied or partially funded with an explanation of the action taken.

I do hereby attest that the information submitted on and with this application is true and correct to the best of my knowledge.

Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

**MMTA USE ONLY**

Received by Education Committee Chair \_\_\_\_\_

MMTA Board APPROVED/DENIED \_\_\_\_\_

Amount Approved \_\_\_\_\_