



SCHOLARSHIP PROGRAM POLICY & PROCEDURE

The Board of Directors is committed to assisting members who may otherwise not be able to attend MMTA-sponsored training vital to their professional development.

Overview

Scholarships can be granted for any MMTA-sponsored function that provides points towards earning or recertifying the MiCPT or CPFA. Scholarship funds can be awarded toward part or all of a registration fee but not for any other expense such as lodging, meals, or transportation. The Board will designate funds for the scholarship program during the annual budget preparation process and can only award scholarships if there is funding available.

Eligibility

Applicants must have maintained active membership, as defined in the Bylaws, for at least 12 months immediately prior to submitting their scholarship application. The applicant must specify which training the scholarship is for and demonstrate that their municipality will not fund the registration fee via a letter from the mayor/supervisor/manager or the applicant's department head explaining that the municipality cannot provide funds for the training registration fee. Meeting minutes showing that the funding was denied are also acceptable.

Limits

No more than one scholarship shall be granted to any applicant or municipality in any one calendar year. No more than three scholarships shall be awarded to any one individual or municipality in a 10-year period. If a member requests scholarships for multiple years of Basic Institute, the amount available to be awarded will be reduced by a third each subsequent year:

- First scholarship for Basic Institute: 100% of registration fee
- Second scholarship for Basic Institute: 66% of registration fee
- Third scholarship for Basic Institute: 33% of registration fee

Note: the reduction does not relate to the year of Basic Institute the applicant is attending. As an example, if no scholarship is awarded for the first year of Basic Institute, the applicant could be awarded 100% of the registration fee to attend their second year.

Process

Applicants may apply for a scholarship once registration opens for an event until the registration deadline; however, applications will be reviewed and processed on a first-come, first-served basis.

The Association Manager maintains a record of all scholarships to track eligibility by individual, municipality, and year. The Association Manager will review incoming applications to verify all criteria is met and forward complete applications to the Education Chair for review and approval/denial. The Education Chair and Association Manager will coordinate to contact the applicant with the status of the

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scholarship award. The Association Manager will ensure that the applicant's registration/invoice correctly reflects any scholarship award.

While the Education Chair has the authority to approve or deny scholarships to ensure timely processing of applications, the Board of Directors will be informed of each scholarship application and formally accept the results as part of their regular meeting duties.

Reviewed and updated by the Board of Directors on May 21, 2023.