



**MUNICIPAL CLERKS EDUCATION FOUNDATION OF IIMC**  
**APPLICATION FOR SCHOLARSHIP ASSISTANCE (CMC)**  
**2013 - 2014**

1. Name \_\_\_\_\_

2. Title \_\_\_\_\_

Please describe your title if it is different from Municipal Clerk or Deputy Clerk.

\_\_\_\_\_  
\_\_\_\_\_

3. Date assumed present position \_\_\_/\_\_\_/\_\_\_ Applicant must be a Municipal Clerk or Deputy Clerk, (or related title), on the date of the application.

4. Population of Municipality \_\_\_\_\_

5. Municipal Employer \_\_\_\_\_

6. Street Address or P.O. Box \_\_\_\_\_

7. City \_\_\_\_\_ State/ \_\_\_\_\_ Zip/ \_\_\_\_\_  
Province Postal Zone

8. Telephone: Home (\_\_\_\_) \_\_\_\_\_ Office (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

9.  I am a member of the International Institute of Municipal Clerks.

I want to become a member of the International Institute of Municipal Clerks. My application for IIMC membership and check for dues of \$ \_\_\_\_\_ payable to IIMC are attached. (Applicant MUST be a member of IIMC at the time of filing for scholarship.)

10. I plan to participate in the Municipal Clerks Institute program at \_\_\_\_\_ in the State/Province of \_\_\_\_\_ which is scheduled to convene on \_\_\_/\_\_\_/\_\_\_.

**Note: The scheduled Institute date must be between June 1, 2013 and May 31, 2014.**

11. Have you previously attended an IIMC Institute?  
 Yes  No (Go to 13)

12. If you have previously attended an Institute:  
(a) will you be a  second-year participant?  
 third-year participant?  
 fourth-year participant?  
(b) I have attached the required evidence for each year of prior participation  
(e.g., copy of certificate, letter or receipt verifying that you completed the Institute(s))  
 Yes  No

13. Have you received funding from MCEF in the past?  
 Yes how many years? \_\_\_\_\_ what years? \_\_\_\_\_  
 No

14. Your total annual salary paid by the Municipality for positions you currently hold:  
 Full Time \$ \_\_\_\_\_  Part Time \$ \_\_\_\_\_

15. What are the approximate costs of the Institute you plan to attend?

Registration Fee/Tuition	\$ _____
Lodging and Meals (if not included in Registration)	\$ _____
Travel Costs	\$ _____
Total	\$ _____

16. Attach written documentation from your mayor, council or manager/city administrator showing that in the event a scholarship is awarded, you will be granted either administrative or annual leave to attend the Institute. Also include a statement indicating the amount the municipality is likely to fund, or explain why the municipality cannot fully fund these costs.

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17. I understand that if a scholarship is awarded to me, I must use it between June 1, 2013 and May 31, 2014, and that scholarship funds will be sent directly to me after forwarding to IIMC evidence that I have completed the course. I understand my scholarship cannot be transferred to, or used by, anyone other than myself. I do hereby attest that the information submitted in and with this application is true and correct to the best of my knowledge.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Return this completed Application to:

**Municipal Clerks Education Foundation of IIMC**

c/o IIMC Headquarters  
8331 Utica Avenue, Suite 200  
Rancho Cucamonga, CA 91730

To be considered, your Application must be **postmarked by March 1, 2013**. It must include a letter from the mayor, council, or manager/city administrator (#16), and must have an affirmation (#2) of your status as a Municipal Clerk, Deputy Clerk, or an equivalent title that you have described.

*(Please complete all sections of the Application. Failure to do so may result in disqualification.)*

*For Foundation Use Only*

- 1.
- 2.
- 3.
- 4.