

**State Association &/or
New England Association of Cities & Town Clerks (NEACTC)
New England Municipal Clerks Institute & Academy (NEMCI&A)
Scholarship Application**

Yes No

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 letter of denial
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
Job Title/Municipality		Population
Address		
Email		
PH	Fax	
Inst. Year _____	or Academy	If Academy, year graduated from Institute _____
I am applying for financial assistance for NEMCI		Amount Requested \$ _____
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 correspondence
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 rec'd _____	Date action taken _____
Amount Awarded \$ _____	Reason for denial _____

*** After state action, State Scholarship Chair forwards to NEACTC Joint Chair by **April 5, 2019** ***

FOR USE BY NEACTC/NEMCI JOINT SCHOLARSHIP COMMITTEECHAIR ONLY

Date rec'd _____	Date action taken _____
Amount Awarded \$ _____	Reason for denial _____

Scholarship Criteria

1. Scholarships shall be awarded to students attending NEMCI&A.
 2. Applicant must be a Municipal Clerk or Deputy/Assistant Clerk.
 3. Priority to first year Institute students.
 4. An applicant must be a current member of their state association.
 5. An applicant must have been a member of NEACTC for over one year.
 6. Scholarship awards will be limited to one person per office with the Clerk having first preference.
 7. Applicant shall disclose at the time of application whether they have applied for IIMC funds.
 8. An applicant must have requested funds from their municipality and include a letter of denial for such funds.
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1. Applicants should, after denial from municipality, *send this application to their state association for consideration*. A reason for denial or explanation must accompany this application in order to be considered.
 2. Deadline for State Scholarship Chair to file applications with the Joint Scholarship Chair is **April 5, 2019**.
 3. Joint Scholarship Chair will notify the applicant, NEACTC & NEMCI&A Treasurers by April 30, 2019.
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Joint Scholarship Chair

Joint scholarship chair refers to the person responsible for awarding scholarship funds from NEACTC and NEMCI&A and does not imply joint responsibility with another person. This is a three-year appointment.

New England Scholarship Chair

CT	Michele R. Grande P.O. Box 1028 Reading, CT 06875	PH 203-938-2377 FAX 203-938-5000	townclerk@townofreddingct.org
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State Scholarship Chairs

				State Scholarship Deadline
CT	Patricia Williams, Salisbury Town Clerk P.O. Box 548 Salisbury, CT 06068	PH 860-435-5182 FAX 860-435-5172	pwilliams@salisburyct.us	January 31st
MA	Nancy J. Talbot 126 Main St., Ste F Ware, MA 01082	PH 413-967-9648 X 103 FAX 413-967-9638	ntalbot@townofware.com	March 25th
NH	Sue E. McKinnon, CMC Newfields Town Clerk/Tax Collector 65 Main Street Newfields NH 03856	PH 603-772-5070 FAX 603-772-9004	suemckinnon@newfieldsnh.gov	April 1st
RI	Michelle Hardy 137 Roosevelt Ave Pawtucket, RI 02860	PH 401-728-0500 FAX 401-728-8932	mhardy@pawtucketri.com	March 29th
VT	Sandra Pinsonault P.O. Box 715 East Dorset, VT 05253	PH 802-362-4571 FAX 802-362-5156	dorsetclerk@gmail.com	March 1st
ME	Tammy O'Donnell 290 Tuttle Rd Cumberland, ME 04021	PH 207-829-5559 FAX 207-829-2214	todonnell@cumberlandmaine.com	April 1st