FLORIDA ASSOCIATION OF CITY CLERKS
FACC - IIMC Annual Conference Scholarship Application

CRITERIA:

- **Applicant must be a full-time appointed or elected municipal clerk, deputy clerk, clerk of council, or person in a position performing the duties commensurate to duties performed by a municipal clerk in any city in the State of Florida and have a minimum of three-years' service completed prior to January 31.**
- Applicant must have requested their municipality to underwrite the expenses of attending the IIMC Annual Conference. The scholarship is awarded by reimbursing the expenses after attending. A letter outlining that the municipality understands this must be attached to the application. If the applicant is underwriting the attendance, then that should be explained as well.
- Applicant must be a member and in good standing of the IIMC and the FACC for a period of not less than three years.
- Applicant must present evidence attached to the application that their municipality or governing body supports their attendance at the IIMC Annual Conference in the event the scholarship is awarded.
- Applicant must provide a written sponsorship from a fellow certified municipal clerk or a master municipal clerk.
- Any funds awarded are to be used solely for the purpose of expenses incurred to attend the conference. The total scholarship shall not exceed $700.00 per individual. More than one scholarship may be awarded based on the number of qualified applicants and available funds.
- Applicant must have already attained their CMC or MMC.
- First-time attendees of the Summer Conference and Academy will receive an additional 3 points toward their scholarship application score.
- Scholarships shall not be awarded to any one individual more than once in a three-year period.
- Scholarships are only good for the year in which they were awarded and are non-transferable.
- Submit your application by January 31 to the FACC Administrative Office facc@flcities.com.
- Applications are reviewed by the Awards &Scholarships Committee, and a recommendation is given at the February Board Meeting for approval. All applicants will be notified in writing of award and non-award by the Awards &Scholarship Chair.
- Within 30 days after applicant attends the IIMC Annual Conference, they are to submit copies of their receipts to the FACC Executive Director's Office (via email preferred).
- A check, for the appropriate amount, will be mailed to your municipality. The cost of the conference will be deducted first, and then the balance will be applied toward remaining expenses. If the applicant bore the expenses on their own, they will need to explain that in writing so that a check is made payable to them.
- Should an applicant find they cannot attend the IIMC Annual Conference after being awarded, they must notify the Scholarship Chair immediately so that every effort is made to award the funds to the next appropriate applicant, with the FACC Board's approval.

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Current FACC President, or incoming FACC President, is ineligible to receive any FACC Scholarship during their term of office.

Members, including the Chair of the Awards & Scholarship Committee, are ineligible to be a recipient of any scholarships during their tenure on the Committee.

I, _____, confirm that I am a city clerk or deputy clerk, either appointed or elected, or a person in a position performing the duties commensurate to duties performed by a municipal clerk in any city in the State of Florida, and do hereby make application for scholarship funds from the Florida Association of City Clerks to attend the IIMC Annual Conference (maximum award per applicant is $700.00).

Name: _____

Home Address: _____

City/State/Zip: _____ County: _____

Home Phone: _____ Cell Phone: _____

Job Title: _____

Municipality: _____

Municipality Address: _____

City/State/Zip: _____ County: _____

Work Phone: _____

Email: _____

Date Assumed Present Position: _____

Additional or Related Municipal Experience: _____ YES or _____ NO

If you marked YES, enter the following information.

Name of Municipality: _____

Job Title: _____

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Years: _____

Name of Municipality: _____

Job Title: _____

Years: _____

Name of Municipality: _____

Job Title: _____

Years: _____

Member of FACC for how many years? _____

Which FACC district are you in? _____

Are you currently serving as the CHAIR of an FACC Committee? _____ YES or _____ NO

If yes, which committee(s)?

_____

_____

Are you currently serving as a MEMBER of an FACC Committee? ____ YES or ____ NO

If yes, which committee(s)?

_____

_____

_____

How many years have you been a member of IIMC? _____

Are you currently serving as the CHAIR of an IIMC Committee? _____ YES or _____ NO

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If yes, which committee(s)?

_____

_____

_____

Are you currently serving as a MEMBER of an IIMC Committee? _____ YES or _____ NO

If yes, which committee(s)?

_____

_____

_____

Have you attended or completed any of the following:

Summer Conference and Academies within the last 3 years? _____ YES or _____ NO

Fall Academies within the last 3 years? _____ YES or _____ NO

Completed CMC: 1st Year _____ 2nd Year _____ 3rd Year _____ Graduated _____

IIMC Annual Conference or Region Meetings within the last 5 years? _____ YES or _____ NO

If yes to any of the above, did you pay your own expenses? _____ YES or _____ NO

Have you ever been awarded a scholarship by FACC? _____ YES or _____ NO

If yes, when? _____

If yes, type? _____

If yes, amount? _____

Have you obtained a CMC? _____ YES or _____ NO

If yes, what date did you obtain a CMC? _____

Have you obtained an MMC? _____ YES or _____ NO

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If yes, what date did you obtain an MMC? _____

For the below questions, please feel free to attach a separate sheet (limit responses to 250 words).

Has your municipality budgeted for you to attend other education, conferences, meetings, travel, etc. during the current budget year? _____ YES or _____ NO

If yes, list the name of the class/conference and funds for each:

_____

_____

_____

Please explain any hardship difficulties you may have that may prohibit your municipality from sponsoring your travel, continuing education, attendance at conferences or meetings, etc. as it relates to your position.

If none, check here ___

_____

_____

_____

_____

_____

_____

Explain your goals as city clerk/deputy clerk or other:

_____

_____

_____

_____

_____

_____

_____

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Explain what it means to you to attend the IIMC Annual Conference:

_____

_____

_____

_____

_____

_____

_____

The following information MUST be attached to your application:

- Complete Job Description. If you do not have one, submit either a copy of the charter section or a letter explaining there is no job description and outline basic duties of the clerk/deputy clerk.
- A letter from the mayor, manager/administrator, or governing body providing evidence that, if awarded a scholarship, the applicant has been granted permission and/or time off to attend the Summer Conference and Academy, and confirming that the municipality or governing body understands it is responsible for underwriting the applicant's expenses to attend. Following attendance, the applicant or municipality may submit a reimbursement request to FACC for eligible expenses up to the maximum scholarship amount awarded. If the applicant is personally underwriting all expenses, the reimbursement request may be submitted by the applicant.

I DO HEREBY ATTEST THAT I MEET THE CRITERIA AS OUTLINED FOR FACC SCHOLARSHIPS AND THAT THE INFORMATION SUBMITTED IN AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: _____

Date: _____

Please email this application, by January 31, to the FACC Administrative Office facc@flcities.com.