



## **CCAC INSTITUTE & EDUCATION SCHOLARSHIP APPLICATION** **INSTRUCTIONS**

**PLEASE DOWNLOAD THE FORM FROM THE WEBSITE  
AND OPEN IN ADOBE READER FOR FULL FUNCTIONALITY**

1. Applicant must be a member of CCAC in good standing (this means your dues are paid in full) at the time of application and attendance of the educational session.
2. A limit of one Institute Scholarship and one Education Course Scholarship will be granted per person, per fiscal year (July 1– June 30), unless uncommitted monies remain for such requested additional scholarship.
3. Applicants must attain a minimum of **30 points**. Scholarships will be distributed to those with the highest number of points and then in descending order.
4. If awardee is unable to attend the educational session for which the scholarship was granted, the scholarship may be utilized at another approved educational session held within the same fiscal year. Applicants must contact the Professional Development Director if they are unable to use their scholarship award.
5. Deadlines for submitting applications are June 1<sup>st</sup> for offerings held July through December (Round I), and November 1<sup>st</sup> for offerings held January through June (Round II).
6. Attendees will pay in advance for their educational session. Once the Professional Development Director has received verification of completion of the educational session, the CCAC Treasurer will reimburse awardee, or their city, as appropriate. Institute verification will be provided by the Institute Director, Education Course verification must be provided by the applicant.
7. Institute scholarships may be used for registration costs for Technical Training for Clerks or the Master Municipal Clerk Academy, and are awarded in an amount determined by the Professional Development Committee.
8. Education Course Scholarships will be awarded up to \$300 and may be used for the registration costs for CCAC Annual Conference, IIMC Online Learning Webinar courses and New Law and Elections Seminar, or for the registration, lodging and bona fide travel costs to attend CCAC Nuts & Bolts Seminars, 1-day MMC Academy sessions and Athenian Dialogues.
9. The Professional Development Committee is given the discretion to consider and award full registration scholarships if funds are available.
10. Scholarship applications will be considered and points will be determined based on the following criteria:
  - Position Title
  - Years of CCAC and IIMC Membership
  - Institute Specific Criteria: Number of previous Institutes attended and number of years serving as CCAC Officer or CCAC Committee Member
  - Education Course Specific Criteria: Applicant actively pursuing certification and Agency not providing funding for education
11. If there is a tie in point totals between applicants, tie breaking factors will be used in this order: the length of CCAC membership, seniority of position, then order of applications received.

For questions, please contact [April Sousa, CCAC Professional Development Director](#)



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### ROUND I *(June 1 application deadline)*

**APPLICANTS MAY APPLY TO RECEIVE BOTH AN INSTITUTE SCHOLARSHIP AND AN EDUCATION COURSE SCHOLARSHIP DURING THIS ROUND USING A SINGLE APPLICATION**

Check the appropriate box(s) for the session(s) you are applying for.

Institute Options:	Education Course Options:
<i>Sessions held in person or virtually between July - Dec 2021</i>	IIMC Online Learning Webinar Course <input type="checkbox"/>
MMCA Academy <input type="checkbox"/>	CCAC Athenian Dialogues <input type="checkbox"/>
TTC Academy <input type="checkbox"/>	Nuts & Bolts Seminar <input type="checkbox"/>
	New Law and Elections Seminar <input type="checkbox"/>

Name (Last, First): \_\_\_\_\_

Title: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If awarded, scholarship reimbursement check paid to the order of: \_\_\_\_\_

Have you received a scholarship(s) from CCAC before?  Yes  No If yes, what year(s): \_\_\_\_\_

Date of current Certified Municipal Clerk (CMC) certification (if applicable): \_\_\_\_\_

Date of current Master Municipal Clerk (MMC) certification (if applicable): \_\_\_\_\_

*As you populate the point fields, the form will automatically calculate point totals for you.*

<b>1. Position</b> selection is the applicant's actual job title, NOT the duties & responsibilities assigned. a. City Clerk/Chief City Clerk/Board Clerk (35 points); <b>OR</b> b. Assistant City Clerk/Deputy City Clerk/ Chief Deputy City Clerk <b>servicing under a City Manager with the title of City Clerk or ceremonial elected City Clerk</b> (35 points) <b>OR</b> c. Deputy or Assistant City Clerk/Board Clerk (25 points) <b>OR</b> d. Any position other than above (20 points)	
<b>2. CCAC Membership</b> – 1 point for each <b>full year</b> of membership (max 15 points):	
<b>3. IIMC Membership</b> – 1 point for each <b>full year</b> of membership (max 5 points):	
<b>4. CCAC Officer or Committee Member</b> – 1 point per year (max 10 points):	
<b>5. Prior Institutes</b> completed (10 points for one <b>or</b> 15 points for two or more): a. <b>TTC</b> applicants <b>only</b> receive points for <b>TTC</b> sessions attended b. <b>MMC</b> applicants <b>only</b> receive points for <b>MMCA</b> sessions attended	
<b>6. Actively pursuing</b> CMC/MMC Certification (10 points):	
<b>7. No budget</b> for education (5 points): <i>*A copy of your training budget is required for verification</i>	
<b>TOTAL INSTITUTE POINTS:</b>	<b>TOTAL EDUCATION POINTS:</b>

I hereby submit this application for scholarship funding as available from CCAC and understand my application will be evaluated by the Professional Development Committee based on the scholarship policy established by CCAC. I hereby confirm that the information submitted on this application is true and correct to the best of my knowledge.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

Trouble? Sign, save, attach and email to:  
[hcharley@ci.el-cerrito.ca.us](mailto:hcharley@ci.el-cerrito.ca.us)