



MINNESOTA ASSOCIATION FOR COURT MANAGEMENT **SCHOLARSHIP/EDUCATION GRANT PROGRAM**

I. Purpose:

To financially support members' education in an effort to improve administration and quality of services of the Courts of the State of Minnesota.

II. Amount and Number of Awards:

- A. The Board of Directors approves funding for scholarships twice per fiscal year. Up to half of the pool will be awarded by the Membership Services Committee in the first half of the fiscal year and the rest in the second half.
- B. Members may apply twice per fiscal year, including resubmitting an application not previously awarded a scholarship. Members may receive up to \$2,000 per fiscal year.
- C. If the entire annual amount of available scholarships is not awarded, the remainder may be carried forward to the next fiscal year. Each year, the MACM Membership Services Committee Chair shall make a recommendation regarding unspent funds to the Board of Directors.
- D. Scholarships will be awarded for qualifying expenses. These include, but are not limited to, out of pocket expenses such as tuition, registration fees, supplies (books), and travel expenses for current or upcoming coursework or conferences. MACM considers the incurrence of an obligation to repay a loan in the same light as actual out of pocket expenses, even when loan repayment has not yet begun.

III. Selection of Recipient:

Methodology:

- A. Applicants shall obtain an application from the MACM website and email a completed application to the Membership Services Committee Chair (or designee) by January 31 and July 31.
*Applications will be reviewed during the next committee meeting following the application submission deadline.
- B. Prioritization for application consideration:
 - a. Educational opportunities offered through court related organizations.
 - b. Certifications and degree programming directly related to the applicant's current role.
 - c. All other applicable educational opportunities.
- C. The Chairperson of the Membership Services Committee, in conjunction with the rest of the committee, will select the scholarship recipients and notify them accordingly.
*Award recipients may also be announced to the full MACM body at the annual conference(s).
- D. Applicants must be regular MACM members to receive an award.
- E. Applications not approved for a scholarship will not automatically carry over into the next fiscal year, but may be resubmitted.

IV. Post-Award Review:

- A. Each recipient shall be required to complete a MACM reimbursement form and submit proof of attendance (via a certified transcript or certificate of attendance) showing satisfactory completion along with an invoice or receipt after completion of the course. If a letter grade applies, a "c" or above is deemed satisfactory. Such proof shall be submitted to the Membership Services Committee Chair within 30 days after the class is completed. Once this information is received, the award payment will be released to the recipient.

V. Program Review

The Membership Services Committee shall annually review the program and recommend its continuation, modification, or elimination to the Board of Directors.

VI. Application Retention:

As part of the selection process, applications will be retained by the Membership Services Committee for seven years for auditing and tax purposes and for future access by MACM members on a spreadsheet. This retention of applications is to enhance and make more accessible to MACM members' information, which might prove valuable.

To apply, complete the attached application and email it to the Membership Services Committee Chair (see MACM website)



**MINNESOTA ASSOCIATION FOR COURT MANAGEMENT
EDUCATION GRANT APPLICATION**

Applications due by January 31 or July 31 for consideration for current fiscal year.

I hereby make application, as a MACM member, for a Minnesota Association for Court Management (MACM) Education Grant for fiscal year _____ in the amount of _____ (not to exceed \$2,000.00).

1. Name (first) _____ (middle) _____ (last) _____
2. Presently employed by (include county/district/agency/tribal court): _____
3. Job Title: _____
4. Telephone number and email: _____
5. List any prior court-related employment you have held in addition to that listed under Item #2. _____
6. Application is made requesting funding for the following educational purpose. _____
7. Description of education or training. (Copy of course offering may be attached.) _____
8. Dates offered: _____
9. Costs associated with education/training opportunity:
 - a. Tuition or Registration: _____
 - b. Travel: _____
 - c. Other Costs: _____
Describe other costs: _____
 - d. **Subtotal Costs of the Opportunity:**
(9a + 9b + 9c) _____
 - e. Current confirmed sources of funding and amount: _____
 - f. Current pending sources of funding and amount: _____
 - g. **Total out of pocket expenses:**
(9d – 9e – 9f) _____
10. Have you received any previous MACM Education Grant awards?
If yes, list all date(s) and amount(s) received: _____

11. Please describe why you believe the scholarship/grant will improve your ability to perform more effectively as a court employee in the State of Minnesota and enhance the administration or quality of services of the Courts of the State of Minnesota. (attach additional pages if necessary)

Signature

Date of Application

Date Received by Committee Chair:

Date reviewed by Committee:

Approved: Amount

Denied: