



Alumni Association
North Carolina Municipal and County Administration Course

Scholarship Application Form
Municipal and County Administration
2021-2022

This form must be completed in its entirety. The North Carolina Municipal and County Administration Course Alumni Association is interested in providing an opportunity for city and county government employees, who might otherwise be unable to participate due to budgetary limitations, to attend the Municipal and County Administration Course. The Association will be offering needs-based scholarships to qualified applicants and their unit of government. Scholarships are contingent upon successful completion of the course. All applications will be reviewed by the NCMCAA scholarship committee.

Applications are due: July 1, 2021.

Applicants will be notified of their status on or before August 13, 2021.

Part I. Applicant Information (please print clearly or type)

Name: _____
Last First Middle Initial

Position/Job Title _____

City/County you represent: _____

Email: _____ Daytime phone: _____

Part II. Financial Need

- Please explain your unit's financial need.

- Does your unit have any money budgeted for educational assistance?
 _____ Yes (if yes, please explain how it is allocated below)
 _____ No

- To the best of your knowledge, how many former employees from your jurisdiction have completed this course? _____
- Do you have knowledge of what year the most recent employee attended? If so, please state.

- Do you have knowledge of this individuals position/job title? If so, please state.

Part III. Background

- How many years have you worked in local government? _____ Please attach a brief summary of the position/s that you have held. Additionally, if you have taken related courses/workshops or participated in volunteer projects or extracurricular activities pertinent to local government, include them here.

- Why are you interested in attending the Municipal and County Administration Course?

- Describe how this course will enhance your performance in your current position.

- Explain how this course pertains to your career goals.

- Why have you chosen to work in local government?

- List any dates/times you are unable to attend below. There is an attendance/participation policy. *With the rare exception of a true medical emergency or extenuating circumstances pre-approved, students must adhere to that policy.*

_____ Barring medical emergencies/extenuating circumstances, I'm able to attend all dates/times
_____ I'm unable to attend the following dates/times. Also list the reasons why.

Part IV. Recommendations

- Include **with this application** submission, a letter of recommendation from your manager with your application. If you are located in a jurisdiction that does not have a manager, then include one from your Mayor or Chairperson.

Part V. Funding

- There are many scholarship applicants. The MCA program does not hold seats while applicants solicit funding approval. If you receive an invitation to the MCA program and do not receive a scholarship, you should have alternate funds secured/ready for registration.

Acceptance of the Terms

If a scholarship is awarded and for any reason, I am unable to successfully complete the course, I understand that our local government unit will not receive the North Carolina Municipal and County Administration Course Alumni Association scholarship and be responsible for program tuition.

I have completed the MCA Program Application _____yes _____no

Applicant Signature

Submission Date

Manager’s signature

Date

Application file and email naming instructions:

- **File name - *MCA Alumni Scholarship-Your Last, first name***
- **Email Subject line -*MCA Alumni Scholarship-Your last name, first name***

Email (Do Not Fax) completed application by July 1, 2021 to:

- Susan Hutchinson
- Email: hutchinson@sog.unc.edu

Confirmation: You will receive an email confirmation within 1-2 days after you send your application.

Notification: Recipients will be **notified by AAMCA** of their status on or before August 13, 2021 via email. Notification will come directly from the Alumni Association.