Scholarship Application Form
Municipal and County Administration
2019-2020

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 and notify all applicants of their status on or before August 1, 2019.

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.

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

- 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.
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- Why are you interested in attending the Municipal and County Administration Course?
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- Describe how this course will enhance your performance in your current position.

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- Explain how this course pertains to your career goals.

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- Why have you chosen to work in local government?

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- There is an attendance policy. List any dates/times you are unable to attend below. Barring medical and other emergencies, attendance is required.

  _____ Barring medical and other emergencies, I'm able to attend all dates/times

  _____ I'm unable to attend the following dates/times. Also list the reasons why.

_____
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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

Email completed application by July 1, 2019 to:

- Susan Hutchinson
- Email: smhutch@sog.unc.edu
- File name and subject line should be *MCA Alumni Scholarship-Your Name*

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 1, 2019 via email. Notification will come directly from the Alumni Association.