



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

**I. Purpose:**

The Minnesota Association for Court Management (MACM) Scholarship Program is intended to promote the organization's efforts to improve judicial administration by financially supporting member's education in court administration and related fields along with increasing the proficiency of court managers through a central depository and exchanging of information.

**II. Amount and Number of Awards:**

- A. A total pool approved annually by the Board of Directors is available to be awarded two times per year. Up to half of the annual pool will be awarded during the 1<sup>st</sup> half of the fiscal year. The remaining will be awarded during the 2<sup>nd</sup> half of the fiscal year. All applications received the first half and not awarded the full requested amount, will qualify again for an award during the 2<sup>nd</sup> half of fiscal year if application is resubmitted.
- B. Members may be awarded a scholarship maximum of \$1,000.00 per fiscal year.
- C. If the entire annual amount of available scholarships is not awarded, the remaining amount may be carried forward to the next year's award pool.
- D. The MACM Membership Services Committee Chair each year shall identify to the Board of Directors his or her recommendation of unspent scholarship money dedications.
- E. Scholarships will be awarded and paid for members out of pocket expenses only, including but not limited to: tuition, registration fees, supplies (books), and travel expenses.

**III. Selection of Recipient:**

Methodology:

- A. Applicants shall obtain an application from the MACM website and submit a completed application to the Membership Services Committee Chair (or designee) by November 30 and May 31.

Modified 11/1/2018

\*Applications will be reviewed during the first week in June and the first week in December of each fiscal year.

B. The Chairperson of the Membership Services Committee, in conjunction with the rest of the committee will select the scholarship recipients and notify them accordingly.

\*The recipients may also be announced to the full MACM body at the annual conference(s).

C. Applicants must be regular MACM members to receive an award.

D. All applications will be reviewed for eligibility. Applications re-submitted in the 2<sup>nd</sup> half of the fiscal year will be considered.

E. Applications not awarded will not carry over into the next fiscal year.

#### **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 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 November 30 or May 31 for consideration for current fiscal year.

I hereby make application for a Minnesota Association for Court Management (MACM) Education Grant for fiscal year \_\_\_\_\_ in the amount of \_\_\_\_\_ (not to exceed \$1,000.00).

1. Name (first) \_\_\_\_\_ (middle) \_\_\_\_\_ (last) \_\_\_\_\_
2. Presently employed by (include county/district): \_\_\_\_\_
3. Job Title: \_\_\_\_\_
4. Present Employment address (number, street, city, state, zip) \_\_\_\_\_ Telephone number \_\_\_\_\_
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:
  - b. Travel:
  - c. Other Costs:  
Describe other costs:
  - d. **Subtotal Costs of the Opportunity:**  
(8a + 8b + 8c)
  - e. Current confirmed sources of funding and amount:

f. Current pending sources of funding and amount:

g. **Total out of pocket expenses:**

(8d – 8e – 8f)

10. Have you received any previous MACM Education Grant awards?

If yes, list date received:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Application

Date Received by Committee Chair:

Date reviewed by Committee:

Approved:  Amount

Denied: