



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 Executive Board is available to be awarded two times per year. Up to half of the annual pool will be awarded during the 1st half of the fiscal year. The remaining will be awarded during the 2nd half of the fiscal year. All applications received the first half and not awarded the full requested amount, will again qualify for an award distribution during the 2nd half of the fiscal year.
- B. No single award may exceed \$1,000.00.
- 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 Executive Board his or her recommendation of unspent scholarship money dedications.
- E. Scholarships will be awarded and paid for members out of pocket expenses only.

III. Selection of Recipient:

- A. Methodology:
 - 1. 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. Applications will be reviewed during the first week in June and the first week in December of each fiscal year.

2. 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 will also be announced to the full MACM body at the annual Conference(s).
3. Applicants must be regular MACM members to receive an award.
4. All applications will be reviewed for eligibility. Available funds will be awarded equally amongst all applicants that qualify. Applications held over to the 2nd half of the fiscal year will again qualify as long as all applicants have received the same amount of funds to a maximum of \$1,000. Members may be awarded one scholarship maximum of \$1,000 per fiscal year.
5. Applications not awarded will not carry over into the next fiscal year.

IV. Post-Award Review:

- A. Each recipient shall be required to 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.
- B. The Membership Services Committee shall annually review the program and recommend its continuation, modification, or elimination to the Executive Board.

V. Application Compilations:

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. This compilation 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:

Vanessa.Jeske@courts.state.mn.us



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

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

3. _____
Present Employment address (number, street, city, state, zip) Telephone number

4. List any prior court-related employment you have held in addition to that listed under Item #2.

5. Application is made requesting funding for the following educational purpose.

6. Description of education or training. (Copy of course offering may be attached.)

7. Dates offered _____

8. Tuition _____

9. Travel _____

10. Other Costs

(Describe)

11. Total Costs _____

12. Of the total cost of number 11 above, what are:
Costs to the MACM member? _____
Current confirmed sources of funding and amount?

Current pending sources of funding and amount?

Out of pocket expenses? _____

13. Essay describing 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: