



<b>POLICY # 12</b>	<b>RES #</b>	<b>LAST UPDATED:</b> June 12, 2012
<b>POLICY NAME</b> <b>SCHOLARSHIP PROGRAM</b>		<b>SUPERSEDES POLICY:</b> Not Applicable
		<b>APPROVAL DATE:</b> September 16, 2023

**A. OBJECTIVE:**

To provide 3 annual scholarships in the amount of \$1,000 each to people desiring to obtain their education requirement for the Standard and Advanced Certificate, effective January 1, 2024.

**B. CRITERIA:**

Applicants must meet all of the following criteria:

1. Must be employed by an urban or northern municipality.
2. Must be a current member of UMAAS.
3. Shall have completed the first semester of the program.

**C. APPLICATION PROCEDURE:**

1. Applicants shall submit a letter of application for funding assistance to the Advisory Committee. The application must provide the following:
  - ✓ Length of service as an Administrator or Assistant Administrator
  - ✓ How long the applicant has been a member of UMAAS?
  - ✓ Indicate if employing Council will be providing any assistance
  - ✓ Outline community activities
  - ✓ Outline education previously obtained
  - ✓ Confirm successful completion of at least one semester under the Local Government Administration Certificate Program
  - ✓ Provide any additional information which may assist the Committee to reach a decision
2. Application deadline is October 1<sup>st</sup> of each year.

**D. PAYMENT PROCEDURE:**

1. 50% of the scholarship shall be paid upon successful completion of the 2<sup>nd</sup> semester.
2. The remaining 50% shall be paid upon successful completion of the 3<sup>rd</sup> semester and proof of enrollment into the 4<sup>th</sup> semester.
3. The Committee will be permitted to consider the spring semester in the awarding of the scholarships.



4. The Committee may award partial scholarships on a per semester basis, provided applications are received in advance of the semester start date.

**E. GENERAL:**

1. The Committee's decision shall be final.
2. The Committee shall not be required to provide reasons for its decision.
3. The Committee shall, from time to time, recommend amendments to the criteria or application procedure.