



Scholarship Policy

1. PURPOSE

The Colorado City and County Management Association (CCCMA) supports the professional development of its members and encourages participation in professional conferences. This policy establishes the process used by the CCCMA Scholarship Committee to distribute conference scholarships. The Committee shall submit an annual report to the Board in accordance with CCCMA Bylaws.

2. POLICY

a. Scholarships

CCCMA will award scholarships to the conferences listed in Section 2.b of this policy. Scholarships will consist of up to \$1,000 in reimbursements for registration, travel, lodging, and other conference-related expenses. All expenses must be documented with receipts and will be reimbursed after the conference concludes.

b. Supported Conferences

i. CCCMA Annual Conference

The CCCMA Annual Conference scholarship is the cornerstone of the CCCMA scholarship program. This conference is supported in order to enhance the quality of city and county management in Colorado by providing CCCMA members access to the most relevant networking and professional development opportunity available.

ii. ICMA Annual Conference

The ICMA Annual Conference is supported in order to provide CCCMA members access to the profession's largest networking and professional development opportunity.

iii. KU Inspiring Women in Public Administration Conference

The KU Inspiring Women in Public Administration Conference is supported in order to advance the cause of women in leadership positions in public administration.

iv. Outside Conference

The Scholarship Committee may, at its discretion, choose to support scholarships for conferences other than those listed above. The purpose of this support is to allow opportunities for CCCMA members to attend a non-traditional conference in order to broaden the scope of their professional development and share the knowledge gained with the CCCMA membership. Executive education programs (e.g. the Harvard Kennedy School Senior Executives in State and

Local Government Program, Leadership ICMA, and Certified Public Management programs) do not qualify for CCCMA scholarships.

c. Budgeting for Scholarships

The annual budget will contain a line item for each of the scholarships listed in section 2.b of this policy. The budgeted amount for each scholarship will determine the number of scholarships awarded to each conference.

d. Eligibility

Applicants must be current CCCMA members.

i. Preference

Preference may be given to emerging managers, managers in transition, managers with limited resources, students, and/or disengaged managers.

ii. Individual Limit on Scholarship

An individual may not be awarded more than two (2) scholarships in a four-year period.

e. Selection Criteria

The Scholarship Committee will evaluate all applications in accordance with the following criteria:

- 1) Demonstrated commitment to professional local government management;
- 2) Financial need; and
- 3) Demonstrated value to be received from conference attendance.

f. Recipient Responsibilities

Recipients of scholarships are required to:

- 1) Track and submit conference expenses (including receipts) to the Executive Director of CCCMA for reimbursement (no per diems are offered); and
- 2) Submit a report of no more than 350 words about the value of the conference for the recipient and the top lessons learned from attending. This report will be shared with the CCCMA membership through the regular newsletter.