



SAMUEL H. HAYES SCHOLARSHIP

In 2005 the Northwest Florida League of Cities (NWFLC) created the Samuel H. Hayes Scholarship to provide necessary funding for Mayors and Council Members in the Northwest Florida region to attend training offered through the Institute of Elected Municipal Officials (IEMO). Specifically, the scholarship is designed to provide an opportunity for municipal members that otherwise would not be able to attend due to fiscal limitations. The NWFLC awards three scholarships each year.

IEMO trainings are offered by the Florida League of Cities (FLC) to provide elected municipal officials with academic training and assist them in meeting the requirements of their elected role. The program offers a comprehensive overview of Florida municipal government, presented by a faculty of top professionals in the field. Basic level IEMOs are held three times a year. The FLC selects the dates and sites at least 2-3 months prior to January each year.

SCHOLARSHIP CRITERIA

1. Applicant must be an elected official of a member city in the Northwest Florida region.
2. Applicant has requested funding from municipality and has been denied full funding.
3. Member city must send a letter to the NWFLC stating need and confirming the interest of the person who seeks the scholarship.
4. If applicant is not attending the nearest location, a written justification/explanation about why must be provided.
5. Member city must agree to make travel and lodging arrangements to enable these expenses to be tax free.
6. Written evidence that municipality supports attendance at the IEMO must be provided.
7. Recipient agrees to give an update to his/her city upon completion of the course and will be a spokesperson for the program within NWFLC.
8. Applicant must provide a copy of the city's approved budget and current population.
9. Applicant must be in good standing with the NWFLC and FLC including being a member city of both and not under any type of formal ethical or criminal complaint.
10. Applications must be received no later than 2 months prior to the IEMO.

SELECTION PROCESS

The President of the NWFLC shall appoint annually, from the NWFLC Board of Directors, a three (3) person committee to serve as the Scholarship Review Committee. The purpose of the Committee is to review, evaluate and make recommendations to the full Board of Directors for approval of scholarships. The only parameters for evaluating the merits of each scholarship application are the existing criteria developed and approved by the Board. Upon request of the Board, the NWFLC Board of Directors may also review the criteria for the scholarships with proposed changes to the criteria requiring full approval of the Board.

SCHOLARSHIP EXPENSES

The following fees are included in the scholarship: 1) Training Registration: The current registration fee for the IEMO is \$300 per person. Conference fee covers a modest continental breakfast and breaks daily plus two lunches. 2) Meals: Meals not included in the conference registration, this includes one lunch and three dinners. Meal reimbursements will be limited to the agreed upon rate in the NWFLC by-laws. 3) Overnight accommodations: A three night hotel stay, if not located within driving distance (Thursday afternoon through Sunday morning; classes run Friday 8 am to Sunday 3:30 pm). Hotel costs range from \$90 to \$129 a night, depending upon location. 4) Mileage: The NWFLC will provide mileage reimbursement to and from the IEMO training bases on calculations stated in the NWFLC by-laws. The current reimbursable rate is .555 per mile. Each scholarship applicant will be required to incur the upfront costs and then submit necessary receipts and be reimbursed according to the NWFLC reimbursement policy.

If there are any discrepancies on what is a reasonable or allowable expense, scholarship recipients should first check with NWFLC staff to obtain guidance. If an expense is claimed and there is a discrepancy, the matter will be brought before the full Board of Directors for a final decision.

HOW TO APPLY

To apply for the Samuel H. Hayes IEMO Scholarship, return the scholarship form and supporting documents two months prior to the IEMO you wish to attend. Scholarship Applications are available on the NWFLC website (www.nwflc.com). For additional information, please contact the NWFLC office.

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**Samuel H. Hayes
Institute for Elected Municipal Officials
Scholarship Application**

Northwest Florida League of Cities

I, _____do hereby make application for scholarship funds from the Northwest Florida League of Cities to attend the IEMO training on _____.

NAME: _____

HOME ADDRESS: _____

HOME PHONE: _____ EMAIL: _____

CITY: _____ PHONE: _____

CITY ADDRESS: _____

TITLE: _____ (MUST BE AN ELECTED OFFICIAL)

HOW LONG HAVE YOU BEEN IN PRESENT POSITION: _____

CITY POPULATION _____ CURRENT MEMBER OF NWFLC? Y / N

HAVE YOU EVER ATTENDED A BASIC IEMO? Y / N ADVANCED? Y / N

MUST INCLUDE:

1. Letter from the city stating the need for a full scholarship and confirming approval of application
2. Explanation for not attending nearest location, if applicable
3. Agreement from the city to make travel and lodging arrangements (to assure tax free expenses)
4. Written evidence that municipality supports attendance in IEMO.
5. Copy of the city's approved budget and current population

MUST COMPLY WITH THE FOLLOWING:

1. Applicant agrees if selected to give an update to their city upon completion of the course and to be a spokesperson within NWFLC for the program _____(initials)
2. Applicant must be in good standing with the NWFLC and the FLC (members of both and not under any type of formal, ethical or criminal complaint

**ALL APPLICATIONS MUST BE RECEIVED PRIOR TO THE
BOARD MEETING BEFORE THE IEMO TRAINING**