



**Application for the 2025 ILMCT Institute & Academy Scholarships is now available.**

The 30<sup>th</sup> Annual ILMCT Institute & Academy promises great learning experiences and networking. This year's event takes place **March 16-20** at the **Embassy Suites by Hilton Plainfield Indianapolis Airport in Plainfield**. Cost for the entire event is **\$450**, and registration for individual days is available.

Find attached the scholarship form for the Institute & Academy. **All ILMCT Institute & Academy Scholarship applications must be received no later than Wednesday, February 26, 2025.** Scholarship recipients will be notified of acceptance by Wednesday, March 5. Please note: Deputies are not eligible for scholarships.

If you have already registered and paid for the Institute & Academy, you may still apply for a scholarship. If you secure a scholarship after registering, we will reimburse you the cost of the classes upon completion.

You are responsible for securing hotel or other lodging accommodations for this event. Financial assistance for lodging may become available after March 5<sup>th</sup>, pending total scholarship applications received. The Education Committee prioritizes financial assistance for educational programming over lodging, but any scholarship funds remaining once the application window has closed will be rolled back into lodging assistance.

**Training Requirements**

Under IC 36-5-6-10 an individual elected to the office described in section 2 of 36-5-6 is required, on or after November 5, 2019, to complete at least:

- (1) fourteen (14) hours of training courses within one (1) year; and
- (2) thirty-six (36) hours of training courses within three (3) years;

after the individual is elected to the office described in section 2 of IC 36-5-6.

**To apply for scholarship alongside registration:**

1. In the top margin of the registration form, please print: **"APPLYING FOR SCHOLARSHIP"**.
2. Obtain the Institute & Academy Scholarship application from the ILMCT Website ([aimindiana.org/ilmct](http://aimindiana.org/ilmct)).
3. Return the application to Lesley Mosier, Chief Administrative & Development Officer, at [lmosier@amindiana.org](mailto:lmosier@amindiana.org) (or at the address listed below) no later than Wednesday, February 26. Scholarships are granted according to need.

**Requirements for scholarship assistance**

1. You **MUST** be a member of the Indiana League of Municipal Clerks and Treasurers. To become a member, download the 2025 ILMCT Dues Invoice from the ILMCT website ([aimindiana.org/ilmct](http://aimindiana.org/ilmct)) and submit payment to:  
Indiana League of Municipal Clerks and Treasurers  
125 W Market Street, Suite 100  
Indianapolis, IN 46204
2. You must be registered for the Institute. Mail registration to the same address listed above. Remember to mark **"APPLYING FOR SCHOLARSHIP"** in the upper margin of the form and highlight the appropriate field indicating that you applied for the scholarship.

**Mitigating criteria for scholarship assistance**

1. Factors that may heighten an applicant's likelihood of securing a scholarship include: the intent to pursue a career as a municipal clerk or clerk-treasurer; a record of community engagement outside the workplace; and membership (or intent to apply for membership) in either the International Institute of Municipal Clerks (IIMC) or Association of Public Treasurers of the United States and Canada (APT).
2. To extend this opportunity to as many clerks and clerk-treasurers as possible, applications will be weighted according to past Institute attendance, with new applicants receiving top priority, those returning for a second year receiving second priority, etc.

**APT US & C**

Also if you are a member of APT, APT has scholarships to state affiliate institutes if members.

**For questions or assistance, and to submit registrations and applications, please contact Lesley Mosier.**

Lesley Mosier, Chief Administrative & Development Officer  
125 W. Market Street, Suite 100  
Indianapolis, IN 46204  
Phone: 317.237.6200 x223 / Fax: 317.237.6206  
[Imosier@aimindiana.org](mailto:Imosier@aimindiana.org)



**Scholarship application deadline: February 26**  
**Indiana League of Municipal Clerks and Treasurers Institute & Academy**  
**SCHOLARSHIP APPLICATION**  
(For clerks or clerk-treasurers only)

Name \_\_\_\_\_ Title \_\_\_\_\_

Municipality \_\_\_\_\_ [ ] City [ ] Town

County \_\_\_\_\_ Years in present position \_\_\_\_\_

Office Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone \_\_\_\_\_

**I prefer to be contacted at:** [ ] Office [ ] Home between the hours of \_\_\_\_ - \_\_\_\_.

**I am requesting funding for:**

[ ] All of Institute Week

[ ] Partial Institute (list classes & dates)

[ ] Hotel Accommodations:

[ ] All of Institute Week

[ ] Partial Institute (list evening accommodation dates)

Arriving \_\_\_\_\_ Departing \_\_\_\_\_

**Questionnaire:**

1. Are you a member of ILMCT? [ ] Yes [ ] No Number of years\_\_\_\_\_
2. Are you a member of the International Institute of Municipal Clerks? [ ] Yes [ ] No Number of years\_\_\_\_\_
3. Do you understand two years' membership in the IIMC is required for certification? [ ] Yes
4. Are you a member of APT US & C? [ ] Yes [ ] No Number of years\_\_\_\_\_
5. Have you attended any prior ILMCT Institutes? [ ] Yes [ ] No
6. If you answered YES to #5, please indicate the program(s) attended (CMC, MMC, or CPFA), giving the year and location of the program.
7. If you answered YES to #5, please indicate whether you have received any scholarships from ILMCT or IIMC to attend, including program and year.
8. Do you understand this scholarship is for the ILMCT-sponsored program at the Embassy Suites Convention Center in Plainfield ONLY? [ ] Yes
9. Please detail any community engagement you have undertaken outside your responsibilities as a clerk or clerk-treasurer (if applicable).
10. Please detail the educational training you have undergone for your present position.
11. All other things being equal, do you intend to continue pursuing a career as a municipal clerk or clerk-treasurer? [ ] Yes [ ] No

**Municipality Information:**

1. Municipality population\_\_\_\_\_
2. Clerk or Clerk-Treasurer's total yearly travel/educational budget \$\_\_\_\_\_
3. Explain in detail who will be using this travel/educational budget and what other meetings, workshops, seminars, conferences etc. are planned for the year.