

**State Association &/or  
New England Association of City & Town Clerks  
(NEACTC) New England Municipal Clerks Institute &  
Academy (NEMCI&A)  
2025 Scholarship Application**

	Yes	No
1. I am a Municipal Clerk/Deputy/Assistant Clerk, or Staff Member.	<input type="radio"/>	<input type="radio"/>
2. I am the only applicant from my municipality.	<input type="radio"/>	<input type="radio"/>
3. I have been denied all or partial funding from my municipality and I am enclosing the letter of denial.	<input type="radio"/>	<input type="radio"/>
4. I am a member in good standing of my state association.	<input type="radio"/>	<input type="radio"/>
5. I am a member of NEACTC and current on my Annual Membership fee.	<input type="radio"/>	<input type="radio"/>

If you have answered **YES** to all of the above, you may apply for financial assistance.  
If you have answered **NO** to any of the above, you must include a letter of explanation stating why you have not complied with the above criteria.

Name		Date
Job Title/Municipality		Population
Address		
Email		
PH		Fax
Inst. Year _____	or Academy <input type="checkbox"/>	If Academy, year graduated from Institute _____
I am applying for financial assistance for NEMCI <input type="checkbox"/>		Amount Requested \$ _____**
Deposit from Town or Attendee-Minimum \$100. \$ _____**		**Enter requested amount above-Total Fee MINUS Town/Attendee Contribution
I have <input type="radio"/> have not <input type="radio"/> applied to IIMC for scholarship funds.		IIMC will pay \$ _____

**Return this application, letter of denial and any necessary correspondence  
to your State Scholarship Chair by your state deadline.**

\*\*\*Check with your State Scholarship Chair to see if you need additional paperwork\*\*\*

**FOR USE BY STATE SCHOLARSHIP CHAIR ONLY**

Date rec'd	Date action taken
Amount Awarded \$ _____	OR Reason for denial _____

\*\*\*After state action, State Scholarship Chair forwards to NEACTC Joint Chair by **April 10, 2025**\*\*\*

**FOR USE BY NEACTC/NEMCI JOINT SCHOLARSHIP COMMITTEECHAIR ONLY**

Date received	Date action taken
Amount Awarded \$ _____	OR Reason for denial _____

## New England Municipal Clerks Institute & Academy (NEMCI&A)

### Scholarship Criteria

1. Scholarships shall be awarded to students attending NEMCI&A.
2. Applicant must be a Municipal Clerk/Deputy/Assistant Clerk, or Staff Member.
3. Priority to first year Institute students.
4. An applicant must be a current member of their state association.
5. An applicant must be a member of NEACTC and paid their Annual Membership fee by March 31st.
6. Scholarship awards will be limited to one person per office with the Clerk having first preference.
7. Applicant shall disclose at the time of application whether they have applied for IIMC funds.
8. An applicant must have requested funds from their municipality and include a letter of denial for such funds.

### Procedures and Deadlines

1. Applicants shall, after denial from municipality, *send this application, along with individual state application, if applicable, to their state association for consideration **by state deadline***. A reason for denial or explanation must accompany this application to be considered.
2. Deadline for State Scholarship Chair to file applications with the Joint Scholarship Chair is **April 10, 2025**.
3. Joint Scholarship Chair will notify the applicant, NEACTC & NEMCI&A Treasurers by **April 30, 2025**.

### Joint Scholarship Chair

Joint scholarship chair refers to the person responsible for awarding scholarship funds from NEACTC and NEMCI&A and does not imply joint responsibility with another person. This is a three-year appointment.

#### New England Joint Scholarship Chair

Kathy Larkin  
P.O. Box 152  
Southington, CT 06489

PH (860) 276-6215  
FAX (860) 276-6229

[larkink@southington.org](mailto:larkink@southington.org)

#### STATE SCHOLARSHIP CHAIRS

#### PHONE/FAX

#### EMAIL

#### STATE DEADLINE

CT	Holly Krouse 67 Ripley Hill Rd. Barkhamsted, CT 06063	PH 860-379-8665 FAX 860-379-9284	<a href="mailto:hkrouse@barkhamsted.us">hkrouse@barkhamsted.us</a>	March 1 <sup>st</sup>
MA	Danielle Sicard 136 Elm St. Easton, MA 02356	PH 508-230-0530	<a href="mailto:dsicard@easton.ma.us">dsicard@easton.ma.us</a>	April 1 <sup>st</sup>
NH	Sally Kellar 24 N. Amherst Rd. Bedford, NH 03110	PH 603-792-1306 FAX 603-472-4573	<a href="mailto:skellar@bedfordnh.org">skellar@bedfordnh.org</a>	March 1 <sup>st</sup>
RI	Keisha Phillips Brown PO Box 220 New Shoreham, RI 02807	PH 401-466-3200 x1 FAX 401-466-3219	<a href="mailto:kbrown@newshorehamri.gov">kbrown@newshorehamri.gov</a>	March 31 <sup>st</sup>
VT	Sandra Pinsonault PO Box 24 East Dorset, VT 05253	PH 802-362-1178 x2 FAX 802-362-5156	<a href="mailto:dorsetclerk@gmail.com">dorsetclerk@gmail.com</a>	March 1 <sup>st</sup>
ME	Ann Morrison 29 Main St. Lincoln, ME 04457	PH 207-794-3372 x9 FAX 207-794-2606	<a href="mailto:ann.morrison@lincolmaine.org">ann.morrison@lincolmaine.org</a>	March 1 <sup>st</sup>