



## GENERAL CRITERIA

In order to receive funds, a regional training program must meet the following general criteria:

1. Should address one or more of the ICMA Practices for Effective Local Government Leadership;
2. Should not be scheduled to interfere with regularly scheduled statewide TCMA or TML training programs (such as the TCMA Annual Conference, William "King" Cole program, or TCMA City Management Clinic);
3. Should be at least two hours long;
4. Eligible expenses include speaker fees and travel, and rental or purchase of multimedia programs such as books, videos, interactive cd programs, etc. (Purchased programs become TCMA's property for use by all regions.);
5. Regions will be asked to complete a short program evaluation to help TCMA determine the application of the program on a larger scale; and
6. Funds may be requested to assist regional in-transition members and university students with attendance at TCMA or TML educational events.



### ICMA PRACTICES FOR EFFECTIVE LOCAL GOVERNMENT LEADERSHIP

1. Personal and Professional Integrity
2. Community Engagement
3. Equity and Inclusion
4. Staff Effectiveness
5. Personal Resiliency and Development
6. Strategic Leadership
7. Strategic Planning
8. Policy Facilitation and Implementation
9. Community and Resident Service
10. Service Delivery
11. Technological Literacy
12. Financial Management and Budgeting
13. Human Resources Management and Workforce Engagement
14. Communication and Information Sharing

## OTHER INFORMATION

- The maximum request per training program is \$1000.
- Geographically close regions are encouraged to submit joint requests. Surplus funding requests submitted cooperatively from at least two regions will be given priority over those submitted individually.
- Awards will be reimbursed based on receipts submitted for reasonable speaker travel and fees, video purchases, etc.

## TCMA REGIONAL TRAINING FUND APPLICATION

- This form is to be completed and signed by a TCMA regional president or Board representative.
- Please complete a separate request for each program you would like funded (make additional copies). Requests may be submitted at any time during the year; however, **please keep in mind funds are allocated on a first-come, first-served basis.**
- Notification of award will be made within two weeks of request. Reimbursements will be made based on submittal of expense receipts.

TCMA Region Number \_\_\_\_\_

Regional President or Board Representative \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Program Date \_\_\_\_\_

Location \_\_\_\_\_

Program/Product \_\_\_\_\_

Presenter \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

ICMA Practice(s) Covered \_\_\_\_\_

This request is for \$ \_\_\_\_\_  
 (\$1,000 Max.)

\_\_\_\_\_  
 Signature of TCMA Regional President or Board Representative



Please submit application to:  
**Texas City Management Association**  
 c/o Regional Training Fund  
 1821 Rutherford Lane, Suite 400  
 Austin, TX 78754-5128  
 or email to: kim@tml.org

For information, please call 512-231-7400.