



TCMA  
Leadership Development  
Application Guideline

# 2019 TCMA Leadership Development Application Guidelines

In April, 2013, the TCMA Board approved the Leadership Development Scholarship. Two scholarships will be available each year. The scholarship is designed to encourage and assist TCMA members by providing them access to educational and professional development opportunities. Eligible programs, scholarship terms, and eligibility requirements are provided within this brochure. Please review the brochure carefully and submit your application with all required documentation by the deadline stated.

## **Eligible Programs:**

- University of Texas, Public Executive Institute (6 days)
- Harvard University, Senior Executives in State and Local Government Program (Summer)
- University of Virginia, Weldon Cooper Center for Public Service, Senior Executive Institute (SEI) (Summer) or ICMA-SEI (Spring)
- International City/County Management Association (ICMA), Gettysburg Leadership Institute (Spring)
- ICMA, International Exchange Program (Varies)
- ICMA, Mid Career Managers Institute (Spring, One-Year Commitment)
- Leadership ICMA (Fall, Two-Year Commitment)
- National Foundation for Black Public Administrators Executive Leadership Institute (Fall)

## **Scholarship Terms:**

- Reimbursement of 50 percent of program expenses (tuition, materials, etc.) up to \$2500 upon program completion. Leadership ICMA will be reimbursed in two parts. See notes.
- Travel, meals, and lodging expenses are not eligible.
- Applicants must apply for any other eligible scholarships provided by ICMA, Regional City/County Management Associations (i.e., NTCMA), or the program itself.
  - Harvard Program applicants must also apply for the Ferguson Group/ICMA scholarship to be eligible for this scholarship. Leadership ICMA applicants must apply for the Leadership ICMA Legacy Fund grant.

## **Eligibility Requirements:**

- Five years of service to the profession, with a preference to service in Texas. Only two years of service is required for Leadership ICMA program applicants.
- Full or Affiliate TCMA Member in good standing. In-Transition Members are encouraged to apply.
- Past or current service to TCMA. Leadership ICMA applicants can include service to their area Assistants' Association.
- Approval of employer to participate in program.

## **Other Considerations:**

- Future impact of participation in the program.
- Consistent career professional development.
- Contributions to the body of knowledge of local government issues through writings, teaching, or other coaching.
- Other service through city/county management associations in other states, ICMA, etc.

## Application Requirements:

- Statement of Eligibility
  - Demonstrate scholarship eligibility and address other scholarship considerations.
  - Explain how participation in an approved professional development program will address immediate work challenges and your current and long-term career goals.
- Statement of Need
  - Explain how the scholarship will make a difference to attend the professional development program
- Statement of Program Follow-Up
  - Propose a follow-up to the program experience that will inform and benefit your fellow TCMA members.
  - Other post-session requirements may be designed by the Membership Committee including, but not limited to, preparation of articles for TCMA publications or presentation at TCMA educational events.
- Attachments:
  - Resume
  - Two letters of recommendation (at least one from current TCMA member)
  - Program information and costs
  - Completed program application materials (varies by program)

## Application Deadline: 5:00 p.m. on January 11, 2019

While each eligible program occurs at various times during the year and deadlines may vary, this will be taken into consideration for funding purposes. Incomplete applications will not be considered.

## Notes:

- The Membership Committee shall manage the application process and select scholarship recipients where possible.
- Members of the Membership Committee shall be eligible to apply. A Membership Committee member submitting an application must recuse himself/herself from the award discussion.
- All training scholarships will be done as a reimbursement following successful completion of the program. Leadership ICMA will be distributed in two parts following the completion of year one and upon proof of certification/completion of program following year two.
- The ICMA International Exchange Program, while eligible, is a lower priority than the other approved professional development programs and conferences. Applications will be considered when a lack of applications exists for other professional development programs.
- The Membership Committee will consider other ICMA-sponsored training programs not listed if similar in scope. Applicant must clearly demonstrate the applicability to the profession and individual's professional development goals.



