



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

**Northwest Florida League of Cities**

**Purpose of Scholarship**

The primary objective of the scholarship fund is to provide the necessary funding for Mayors and/or Council members in NWFLC to attend and receive the value of education and training offered through the Institute of Elected Municipal Officials (IEMO). Specifically, it is designed to provide an opportunity for Mayors and/or Council Members that otherwise would not be able to attend due to fiscal limitations of their city. This scholarship fund will pay for up to two scholarships each year, with the goal of increasing the amount of scholarships in future years as funds allow.

IEMOs provide elected municipal officials with an intensive and proven academic program that will assist them in effectively 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. IEMOs are held three times a year, usually in a northern, central and southern location.

**Criteria**

The following criteria will be used to evaluate applications for the scholarships:

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 class.

## **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 current registration fee for the IEMO is \$275 per person. A three-night hotel stay, if not located within driving distance, is required (Thursday to Sunday hotel stay; classes run Friday 8 am to Sunday 3:30 pm). Hotel costs range from \$90 to \$129 a night, depending upon location. The conference fee covers a modest continental breakfast and breaks daily plus two lunches. One lunch and dinners for the 3 days will be on his/her own.

The Scholarship will only pay for the expenses associated with the IEMO registration fee, travel, lodging, meals and other reasonable direct expenses under the per diem policies of the NWFLC, which may include tips and portage. 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, please fill out the attached form and return to the NWFLC office by email. For additional information, please contact Jenny Anderson at (850) 645-6698 or [jlanderson@iog.fsu.edu](mailto:jlanderson@iog.fsu.edu)

Email: [jlanderson@iog.fsu.edu](mailto:jlanderson@iog.fsu.edu)

Mailing Address:

3200 Commonwealth Blvd.  
Suite 7  
Tallahassee, FL 32303



**Samuel H. Hayes**  
**Institute of 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?    Yes    No

HAVE YOU EVER ATTENDED A BASIC IEMO?    Yes    No    ADVANCED?    Yes    No

**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**