



Ralph Hardwick Scholarship Florida League of Cities Conference

Scholarship Guidelines

Purpose of Scholarship

The primary objective of the scholarship fund is to provide the necessary funding for members in SRLC to attend and receive the value of education and networking offered through the Florida League of Cities Annual Conference. Specifically, it is designed to provide an opportunity for members that otherwise would not be able to attend due to fiscal limitations of their municipality. This scholarship fund will pay for up to one scholarship each year.

FLC Annual Conference provides elected municipal officials with academic training that will assist them in effectively meeting the requirements of their elected role. The Annual conference is held once a year, in rotation between Orlando and Hollywood, Florida. The Florida League of Cities (FLC) announces the conference date and site at least 1 year prior to the annual conference each year.

Criteria

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

1. Applicant must be a of a member city in the Suwannee River region.
2. Applicant has requested funding from municipality and has been denied full funding.
3. Member city must send a letter to the SRLC stating need and confirming the interest of the person who seeks the scholarship.
4. 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 FLC Conference must be provided.
7. Recipient agrees to give an update to his/her municipality upon their return and will be a spokesperson for the conference within SRLC.
8. Applicant must be in good standing with the SRLC and FLC including being a municipal member of both and not under any type of formal ethical or criminal complaint.
10. Applications must be received by June 1, 2023.

Selection Process

The President of the SRLC shall appoint annually, from the SRLC 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 SRLC 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 Scholarship will only pay for the expenses associated with the conference registration fee, lodging, meals and other reasonable direct expenses under the per diem policies of the SRLC, which may include tips and portage. The scholarship will not include travel. It is the responsibility of each municipality to provide travel or travel reimbursement for each scholarship awarded. Each scholarship applicant will be required to incur the upfront costs and then submit necessary receipts and be reimbursed according to the SRLC reimbursement policy.

If there are any discrepancies on what a reasonable or allowable expense is, scholarship recipients should first check with SRLC 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 FLC Annual Conference Scholarship, please fill out the attached form and return to the SRLC office by email. For additional information, please contact Jenny Anderson at (850) 645-6698 or jlanderson@ioq.fsu.edu.

Mailing Address:

3200 Commonwealth Boulevard, Suite 7
Tallahassee, FL 32303

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Scholarship Form

I, _____ do hereby make application for scholarship funds from the Suwannee River League of Cities to attend the FLC Annual Conference on _____.

NAME: _____

HOME ADDRESS: _____

HOME PHONE: _____ EMAIL: _____

CITY: _____ PHONE: _____

CITY ADDRESS: _____

TITLE: _____

HOW LONG HAVE YOU BEEN IN PRESENT POSITION? _____

CITY POPULATION _____ CURRENT MEMBER OF SRLC? Yes No

HAVE YOU EVER ATTENDED A FLC CONFERENCE? Yes No

MUST INCLUDE:

1. Letter from the city stating the need for a full scholarship and confirming approval of application
2. Agreement from the city to make travel and lodging arrangements (to assure tax free expenses)
3. Written evidence that municipality supports attendance at FLC Conference.

MUST COMPLY WITH THE FOLLOWING:

1. Applicant agrees if selected to give an update to their city upon their return and to be a spokesperson within SRLC for the FLC Conference _____(initials)
2. Applicant must be in good standing with the SRLC and the FLC (members of both and not under any type of formal, ethical or criminal complaint

**ALL APPLICATIONS MUST BE RECEIVED
BY June 1, 2023**