

TMCEC SCHOLARSHIPS FY 19

The Texas Municipal Courts Education Center is reserving up to \$7,500 to support a scholarship program for TMCEC faculty members in FY 2019. Scholarships of up to \$2,500 will be awarded to approximately four individuals to attend out-of-state court-related education programs within the United States. To be eligible, the curriculum and content of the program must relate to the jurisdiction of the Texas municipal courts. The purpose of the scholarship program is to:

- Enhance the skills, knowledge, and abilities of TMCEC faculty who regularly teach at TMCEC seminars or contribute to the TMCEC publications program;
- Enable TMCEC faculty to attend out-of-state education programs sponsored by national providers that they might not otherwise attend because of limited local and personal budgets; and
- Provide TMCEC and its faculty members with new ideas for courses, instructional methods, and resource materials for infusion in the TMCEC program.

Amount of Scholarship and Costs Covered

A TMCEC scholarship may cover the cost of tuition, lodging, meals, and/or transportation to and from the education program up to a maximum total of \$2,500 per scholarship. All reimbursements from this scholarship program must be in accordance to State of Texas and TMCEC travel policies (i.e., no alcoholic beverages, no gratuities reimbursed). Scholarship funds must be used during grant year FY19 (September 1, 2018-August 31, 2019). Funds in excess of the scholarship amount (no more than \$2,500) and other costs of attending the program must be obtained from other sources or be borne by the scholarship recipients. Scholarship recipients may supplement the TMCEC funds with personal funds, local or state funds, or a scholarship from the State Justice Institute (SJI) in Alexandria, Virginia. Only full-time judges are eligible for SJI scholarships, while all active TMCEC faculty members may apply for TMCEC scholarships.

Eligible Recipients

Because of the limited amount of funds available, scholarships will be awarded on a priority basis to municipal judges who have served or have been invited to serve on the TMCEC faculty in FY14-FY19. Applicants for the scholarships may teach in any of the TMCEC programs: judge, clerk, court administrator, bailiff, warrant officer, marshal, or prosecutor. Faculty members serving only as panelists and course directors will be given a lower priority.

Eligible Courses

TMCEC scholarships can be awarded only for courses presented in a U.S. jurisdiction that are designed to enhance the skills of new or experienced judges or court support personnel on issues related to municipal court jurisdiction. The annual or midyear meeting of a state or national organization does not qualify as an out-of-state educational program for scholarship purposes, unless there are at least 12 hours of relevant course content. Thus, a six-hour death penalty seminar or 10-hour tort law seminar at the ABA mid-winter meeting, for example, would not be eligible.

Selection Criteria

The factors that TMCEC will consider in selecting scholarship recipients are:

- The relevance of the educational program for which the scholarship is requested;
- The likelihood that the information received by attending the program will benefit the TMCEC program and municipal courts in Texas;
- The absence of educational programs in Texas that addresses the particular topic or depth of study in that topic;
- The balance of scholarships among types of courts represented (low volume, suburban, mid-volume, and high volume courts);
- The balance of scholarships among educational programs & providers;
- The availability of other federal, state or local funds to cover the costs of attending the program or scholarship

- funds from another source;
- The date on which the application was sent to TMCEC and the amount of TMCEC funding available for this purpose.
- In FY19, a preference will be given to relevant courses offered by The National Judicial College, National Center of State Courts, and National Association for Court Management due to the high quality of their programming.

Applicants will be notified whether the scholarship is awarded within 45 days of the postmark. Applications must be received by mail, and not by fax or email.

Submission

All applications should be sent by mail to:

Faculty Scholarship Program
TMCEC
2210 Hancock Drive
Austin, Texas 78756

Non-Transferability

A scholarship is not transferable to another individual. It may be used only for the course specified in the application unless attendance at a different course that meets the eligibility requirements is approved in writing by TMCEC. Decisions will be made within 45 days after receipt of the letter.

Responsibilities of Scholarship Recipients

Scholarship recipients are responsible for disseminating the information received from the course to their court colleagues locally and, if possible, throughout the state (e.g., by developing a formal seminar, circulating the written material, or discussing the information in a meeting or conference). Prior to receiving any reimbursement, recipients also must submit to TMCEC a certificate of attendance at the program and a one-page evaluation summary of the program. All reimbursements (receipts required) must be submitted to TMCEC on a TMCEC reimbursement form no later than 30 days after attendance at the program.

In order to receive the scholarships funds, the recipient must submit a TMCEC reimbursement form with the necessary documentation: tuition statement, transportation fare receipt, food receipts, or mileage according to the state guidelines. Payment will not be in the form of an advance, but rather as a reimbursement once the person has attended the program, has submitted the certificate of attendance, and has submitted the evaluation summary to TMCEC. Should the person not be able to attend a program, any cancellation fees are the responsibility of the recipient and are not eligible for reimbursement. All expenditures must be in accordance with the state and TMCEC fiscal policies and grant conditions and be submitted to TMCEC within 30 days after attending the program.¹

* The TMCEC program is modeled after the scholarship program of the State Justice Institute (SJI). Appreciation is expressed to the State Justice Institute for their assistance in developing the TMCEC program and use of their program as a model. For additional information about the SJI program, contact: State Justice Institute, 1650 King Street, Suite 600, Alexandria, VA 22314 or check the web site www.statejustice.org.

TMCEC Scholarship Application

This application does not serve as a registration for the course. Please contact the education provider.

Applicant Information

1. Name:
2. Position:
3. Name of Court:
4. Address:
5. Telephone Number:

Program Information

6. Course Name:
7. Course Dates:
8. Course Provider:
9. Location Offered:

(Please attach program brochure if available.)

Estimated Expenses

(Please remember that you can only seek reimbursement for up to \$2,500 from TMCEC.)

Tuition: \$

Transportation: \$ (Please obtain prior approval to use personal car or rental car for out of state travel.)

Meals/Lodging: \$ (Maximum reimbursement for meals and lodging will be based on the Texas Comptroller's out of state travel allowance schedule.)

Additional Information

1. Please describe your need to acquire the skills and knowledge taught in this course:
2. Please describe how this course will benefit you, your court and Texas municipal courts generally?
3. How long have you served in your municipal court position?
4. How long do you anticipate serving as a judge, court clerk/administrator, city prosecutor, or bailiff/warrant officer, assuming reappointment/continued employment)?

0-1 years

2-4 years

5-7 years

8-10 years

11 + years

Statement of Commitment

If a scholarship is awarded, I will share the skills and knowledge that I have gained with my court colleagues locally, and if possible, statewide through the programs of TMCEC. I will submit an evaluation of the education program to TMCEC.

Signed: _____

Date: _____