



# THE DAVID B. SMITH MEMORIAL SCHOLARSHIP



Sponsored by the Kentucky League of Cities for eligible members of the Kentucky Municipal Clerks Association and Kentucky League of Cities

## BACKGROUND

The Kentucky League of Cities recognizes the critical role city clerks play in quality governance. To acknowledge the service of clerks, KLC began funding the David B. Smith Memorial Scholarship in 2009. David B. Smith was a person of great humor and warmth. He was a KLC employee who was well-known to many city clerks. David passed away on Sept. 7, 2007. The David B. Smith Scholarship is KLC's way to keep David's commitment to cities ongoing and to assist a group of professionals for which he had so much respect - Kentucky's city clerks.

## PURPOSE AND SCOPE

- The David B. Smith Scholarship provides six eligible recipients \$500 for training expenses, including registration and travel. KLC will award up to \$3,000 in scholarships per year.
- The David B. Smith Scholarship may be used for costs associated with attending the 2025 Kentucky Municipal Clerks Institute (KMCI) or the 2025 Kentucky Master Municipal Clerks Academy (KMMCA).

## ELIGIBILITY

- Applicant must be a full-time municipal clerk, assistant city clerk, deputy city clerk, or in a position performing the duties commensurate to duties performed by a municipal clerk.
- Applicant must be a member and in good standing with KMCA and KLC.
- All applications must be returned by March 25, 2025.
- The KMCA Board will select eligible recipients primarily based on the financial need of the city.
- Recipients will be notified in writing by KLC after the KMCA Board makes its recommendation.
- KLC will issue the scholarship to the individual recipient's city government.
- In the unlikely event that a recipient cannot attend KMCI or KMMCA, KLC may choose to select an alternate suggested by KMCA or withhold a portion of the scholarship for the year.

All applications must be returned by March 25, 2025.

Return completed application to:  
Amy Guenther, City Clerk/Treasurer  
KMCA Scholarship Committee Chair  
Email: [aguenther@fortmitchell.com](mailto:aguenther@fortmitchell.com)





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## APPLICATION

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I, \_\_\_\_\_, do hereby apply for scholarship assistance. I am aware that the scholarship is awarded to an individual, not to the city; that the award is intended to be used for registration and travel costs; and is awarded on an annual basis. Clerks are encouraged to apply each year that a financial need exists.

Name

Title

Municipal Employer

Mailing Address

City/ State/ Zip

Email

Phone

Fax

My city is a member of Kentucky League of Cities.  Yes  No

I am a member of the Kentucky Municipal Clerks Association (KMCA).  Yes  No

I am a member of the International Institute of Municipal Clerks (IIMC).  Yes  No

I would like information on IIMC.  Yes  No

Have you attended the Kentucky Municipal Clerks Institute or the Kentucky Master Municipal Clerks Academy before?  Yes  No

If yes, what year of attendance will this be? (First, second, or third) \_\_\_\_\_

Population of municipality: \_\_\_\_\_

Date present position assumed: \_\_\_\_\_

Other related municipal experience: \_\_\_\_\_

Municipality/ Title/ Years: \_\_\_\_\_



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## APPLICATION

### EDUCATION

High School \_\_\_\_\_

College \_\_\_\_\_

Degrees \_\_\_\_\_

Other \_\_\_\_\_

Have you applied for other scholarship assistance for 2025 training?  Yes  No

If yes, please describe the source and amount applied for.

Source \_\_\_\_\_ Amount \_\_\_\_\_

Is there anything the Board should consider in assessing your financial need for this scholarship?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A COPY OF THE BALANCE SHEET FROM YOUR MOST RECENT CITY GENERAL FUND AUDIT REPORT IS REQUIRED FOR CONSIDERATION OF YOUR APPLICATION.

Please explain briefly your reasons for wishing to attend the Kentucky Municipal Clerks Institute or Kentucky Master Municipal Clerks Academy:

\_\_\_\_\_  
\_\_\_\_\_

Have you obtained permission from your municipality for time off to attend training?  Yes  No

Please attach written evidence from your mayor, city administrator, or city manager that your municipality supports your attendance and that, in the event a scholarship is awarded, you will be given administrative leave to attend. **THIS MUST BE SENT IN WITH THE APPLICATION.** Without the letter of support and balance sheet, your application will not be considered.

I understand that if a scholarship is awarded to me, it must be used for the 2025 session and will be reimbursed upon verification the clerk attended all training sessions.

I do hereby attest that the information submitted in and with this application is true and correct.

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SIGNATURE OF APPLICANT

-----  
DATE

Return completed application to:  
Amy Guenther, City Clerk/Treasurer  
KMCA Scholarship Committee Chair  
Email: [aguenther@fortmitchell.com](mailto:aguenther@fortmitchell.com)

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