

MCAA Training Stipend Application

Please refer to and adhere to the training stipend guidelines.

Date of Request _____

Name _____ Title _____

County Attorney Office _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Number of years of prosecution service _____

Name of Training _____

Location of Training _____ Date of Training _____

Projected Training Budget:

Registration Fee \$ _____

Travel \$ _____

Hotel \$ _____

Per Diem (#Days x Current Federal M&IE) \$ _____

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

TOTAL Request Amount \$ _____

Attach your application narrative with this form.

Signature of County Attorney Approving Application

MCAA Training Stipend Guidelines:

1. There are 5 scholarships available at a value of up to \$2,500 each, for a total fund of \$12,500 each fiscal year.
2. All county attorney offices are eligible.
3. At least one stipend per year will have a priority of going to a smaller CA office that does not have the funds to send prosecutors to out of state training. If applicable, the prosecutor should address their office's limited resources in their narrative attached to this application.
4. Priority will go to offices that have not previously been awarded a training stipend.
5. The prosecutor applying for a training stipend should have at least 3 years of prosecution experience or some other demonstrated commitment to remaining a prosecutor in Montana in the near future.
6. The prosecutor applying must have the approval of their county attorney.
7. The application must include narrative from prosecutor as to why the specific training CLE is important and/or necessary for him/her to attend.
8. The application for training stipend should be made at least 60 days prior to the start of the training CLE.
9. The training CLE must be approved by Training Committee, after considering the following factors:
 - topic (relevant)
 - cost
 - location
 - any similar training being offered in Montana?
10. The applicant will have to present costs estimation to Training Committee when applying for the stipend, including
 - registration fee
 - travel
 - hotel
 - per diem at federal rate
11. A lump sum payment will be awarded to the prosecutor prior to training and the prosecutor will be responsible for making travel arrangements, reservations and paying the costs of the training CLE.
12. The applicant will be required to provide receipts (travel, hotel and registration fee) to the Training Committee after the Training CLE is completed, or refund any unaccounted for funds to the MCAA.