**2024-2025 Financial Assistance Information & Worksheet**

**Tuition**

Tuition for the 2025-2026 *Institute for Civic Leadership* is **$6,000 for MDF members and $6,500 for non-members**. Tuition includes the cost of the program, materials, lunch, snacks, beverages and facilities (also includes two nights of lodging for the Outward Bound retreat). Travel expenses to and from each session and any other costs\* are not covered by tuition. Tuition is payable in full by **Friday, July 18, 2025,** unless other arrangements have been made. Applicants whose organizations are not members of MDF are strongly encouraged to join. Becoming an MDF member saves your organization money on tuition and provides additional benefits. [Learn more](http://mdf.org/membership.php).

\*Other lodging may include any other night you choose to stay before, during and/or after a session.

# **Financial Aid Philosophy**

The *Institute for Civic Leadership* has a limited amount of financial aid available each year to assist participants who cannot personally afford the tuition, are not fully supported by their organizations, and have exhausted all other funding sources. Financial assistance will be based upon need and will be extended to individuals when they are selected to join the class. All those capable of funding themselves are strongly encouraged to do so. Funding sources also may include a sponsoring organization or individual, an employer, or another affiliated organization (e.g., trade organization). Payment plans are also available.

Financial assistance from the *Institute for Civic Leadership* should be seen as the last dollars that a candidate seeks. As an example, an applicant whose organization is not an MDF member might pay $1,000 of the $6,500 tuition from personal resources, get his/her employer to contribute $4,500, a sponsoring organization (e.g., Rotary Club, local chamber, municipal association) to pay $500, and then request the last $500 from the *Institute for Civic Leadership.*

**Minimum Payment**

No full scholarships will be awarded. There is a minimum personal payment requirement of $300 for *Institute for Civic Leadership* participants. This payment is to ensure that even if your employer is willing to pay the full tuition, you still have a personal stake in the program. Regardless of the amount of financial support your employer provides, they must support your full participation in the program (allowing adequate time away from other duties and honoring the program calendar dates).

**Requests are Separate and Confidential**

All participants will be selected without regard to their financial aid request. Funding Plan Worksheets will be kept in a separate, confidential file until the final selections have been made. If you are chosen to be a class member, we will then consider your request for financial aid in conjunction with other requests. When you are notified of your acceptance, you will also be informed of your scholarship award.

**Funding Plan Worksheet**

***Note:*** *This information is completely confidential*.

*The purpose of this worksheet is to determine the amount of money you need to request for scholarship assistance. This worksheet is not an invoice and no money is required at this time.*

The Funding Plan must be returned by the application deadline: **Friday, May 30th, 2025**, either by uploading to your application or emailing it to [jkearce@mdf.org](mailto:jkearce@mdf.org).

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTOR: (Check one) Not-for-profit \_\_\_\_\_\_ Business \_\_\_\_\_\_ Government \_\_\_\_\_\_

ORGANIZATION BUDGET: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF EMPLOYEES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM COSTS**

Tuition

* We are a member of MDF (tuition is $6,000) $\_\_\_\_\_\_\_\_\_\_
* We are not a member of MDF (tuition is $6,500) $\_\_\_\_\_\_\_\_\_\_
* We want to become a member of MDF ($6,000 + \_\_\_\_ member level\*) $\_\_\_\_\_\_\_\_\_\_

\*See below for MDF’s membership structure, for more details visit

<http://mdf.org/membership.php>

**TOTAL COST** $\_\_\_\_\_\_\_\_\_

**Membership Structure**

|  |  |  |
| --- | --- | --- |
| **# of Employees** | **Non-Profit Rate** | **Business Rate** |
| 1 — 25 | $150 | $250 |
| 26 — 50 | $200 | $350 |
| 51 — 75 | $250 | $500 |
| 76 — 100 | $300 | $750 |
| 101 — 125 | $350 | $1,000 |
| 126 — 150 | $425 | $1,250 |
| 151 — 200 | $500 | $1,500 |
| 201 — 300 | $750 | $2,000 |
| 301 — 400 | $1,000 | $2,500 |
| 401 and above | $1,500 | $3,000 |
| Libraries & Retirees | $50 |  |
| Individuals (non-retirees) | $250 |  |
| Champion Circle | $5,000 | $10,000 |

**REVENUE SOURCES**

1) Amount from personal funds ($300 minimum) $\_\_\_\_\_\_\_\_\_\_

2) Amount of tuition employer will pay $\_\_\_\_\_\_\_\_\_\_

3) Amount available from civic organizations $\_\_\_\_\_\_\_\_\_\_

(e.g., Kiwanis, Women’s Club, Rotary Club)

4) Amount available from professional organizations $\_\_\_\_\_\_\_\_\_\_

(e.g., trade associations)

5) Amount available from other sources $\_\_\_\_\_\_\_\_\_\_

**FUNDS AVAILABLE** **TOTAL** $\_\_\_\_\_\_\_\_\_\_

***After exhausting all other resources, I would like to ask for tuition assistance totaling* $\_\_\_\_\_\_\_\_\_\_.**