



Nancy Galkowski Legacy Fund Application

About Nancy Galkowski

Nancy Galkowski served as a local government administrator for 35 years in Massachusetts' towns and was an officer in the International City Management Association (ICMA), a Board member of the Massachusetts Municipal Association (MMA) and a former president of Massachusetts Municipal Management Association (MMMA). She was deeply committed to lifelong learning and professional development opportunities not only for professionals just starting their careers in municipal management, but also for existing and long-time managers whose budgets may preclude them from pursuing such opportunities.

“The Nancy Galkowski Legacy Fund was established to honor the spirit of the consummate professional manager Nancy was. Nancy encouraged young professionals to take a leap into the profession knowing that they would shortly and unexpectedly find themselves with that same passion she had. Seasoned managers were similarly touched by this singular passion along with her devotion to, and support of, ICMA, MMA and MMMA. It is with this same spirit that the Fund was established: to promote, educate and encourage municipal professionals to look beyond their own comfort levels, continually seek out new information and share it with others, and make their communities better.” ~ Larry Galkowski

Mission of the Legacy Fund

The mission of the Nancy Galkowski Legacy Fund is to assist with defraying the costs of professional development, training and mentoring opportunities for current and future local government administrators and to ensure that the Massachusetts Municipal Management Association has the resources to support future conferences and other learning opportunities in the region.

What programs qualify for funds?

We encourage applicants to think outside the box! Examples of the more traditional opportunities that have received funding in the past, as well as examples of other professional development opportunities for which you may apply include, but certainly are not limited to:

- [MCPPO Procurement Training](#) courses for certification
- Numerous [ICMA](#) workshops and webinars, including ICMA's "Emerging Leaders" Program and "Leadership ICMA"
- [MEMA trainings including emergency preparedness courses](#)
- [MWI Inc., Mediation](#) training
- [UMass-Boston Grant Writing](#) courses
- Homeland Security and [Basic Public Information Officer Course](#)
- [Massachusetts Economic Development Council \(MEDC\) program](#), which have included TIFs,

Downtown Development, Clean Energy and Business Recruitment and Retention

These are just a sample of the trainings that could qualify for funding. The Galkowski Legacy Fund Committee welcomes applications for trainings and professional development programs that folks in the management profession believe can forward their careers. Bring forward new ideas!

Please note that requests for tuition for college level degree courses are not eligible and will not be considered, including any certificate programs, such as those offered at Suffolk University, UMass-Boston, Clark University and beyond. We will not be considering any applications for the Suffolk University Certificate in Local Government Leadership & Management Program.

Please note that membership in the MMMA is not a prerequisite to applying.

Application Criteria

Applications are to be completed electronically and will be evaluated based on the following criteria:

1. Compatibility of request with mission of the Legacy Fund and Nancy's passion for the profession
2. Applicability/relevance of program request to applicant's current /future position in the profession
3. Financial need of applicant
4. Plan to share program materials
5. Applicability/relevance of program to others in the organization, i.e. potential for program to benefit others within the organization
6. Potential for training the trainer
7. Commitment to becoming a member of the MMMA, if not already a member

Application

Name:

Date:

Address:

City/Town:

State:

Zip:

Best phone to reach you:

Email:

Name of Community or Organization:

Position/Role:

Number of years in local government:

Number of years with the organization:

1. Describe your current involvement or desire to be involved in local government or administration?
2. Describe the training/professional development opportunity for which you are seeking support. Please attach any brochures or other information about the program including contact information where appropriate (REMINDER: *Requests for tuition for college level degree courses are not eligible and will not be considered.*)

3. How does your request directly relate to the mission of the Legacy Fund and Nancy Galkowski's passion for the profession?
4. What do you hope to get out of the training opportunity for which you have applied and how does it directly relate to your current work? Your future plans?
5. It is not expected that awards from the Nancy Galkowski Legacy Fund will cover the entire cost of training opportunity.
 - a. How much does the program (please attach cost documentation for the program) cost?
 - b. How much do you anticipate that you or your community will provide to offset the cost of the program?
 - c. How much are you seeking from the Nancy Galkowski Legacy Fund?
6. In what professional development opportunities have you participated during the past twelve months?
7. Support from the Nancy Galkowski Legacy Fund is an investment in our members and those who hope to become members someday. You are expected to share your experience with our members and describe how the training opportunity has benefited you. Please explain below how you would share the information received from the training opportunity with members of the MMMA.

Applicant's Signature, Date

Endorsement by Applicant's Municipality: (required)

To be signed by Town Manager /Administrator (or by Board of Selectman Chair, if applicant is Town Manager/Administrator)

Signature

Printed Name, Title, Date

It is anticipated that decisions on funding will be made by the Nancy Galkowski Legacy Fund Committee up to two times a year, with awards to be made at Annual Meeting in January and the summer meeting in July. Please complete the application electronically, print and send to:

**Massachusetts Municipal Association
Nancy Galkowski Legacy Fund Application
Massachusetts Municipal Management Association
One Winthrop Square
Boston MA 02110**

Or send by email to: dbaker@mma.org

Please feel free to contact any of the members of the Committee for questions:

Jamie Hellen, Chair, Assistant Town Administrator,
Franklin at jhellen@franklinma.gov

Vanessa Hale, Assistant Town Administrator,
Southborough

Selina Shaw, Town Administrator, Boxborough

Christopher Ketchen, Chief Administrative Officer,
The Towns of Lenox & Lee

Steve Bartha, Town Manager, Danvers

Nina Nazarian, Town Administrator, Princeton

Adam Chapdelaine, Town Manager, Arlington

DEADLINE: May 22nd, 2018

Awards distributed July 2018