

TOWN OF COTTAGE CITY  
RESOLUTION 2025-09

**A RESOLUTION OF THE COMMISSIONERS OF COTTAGE CITY, MARYLAND  
APPROVING THE TIMELINE, ELIGIBILITY, APPLICATION REQUIREMENTS &  
SELECTION PROCESS FOR THE ANNUAL COTTAGE CITY SCHOLARSHIP**

Introduced by: Cottage City Commission

**WHEREAS**, pursuant to Section § 5-205(b)(1) of the LG Article of Md. Ann. Code, the Commission has the power to spend money for any public purpose and to affect the safety, health, and general welfare of the municipality and its occupants; and

**WHEREAS**, the Commissioners of Cottage City desire to encourage educational advancement and civic engagement among the youth and residents of the Town of Cottage City; and

**WHEREAS**, similar scholarship programs in Maryland municipalities have demonstrated positive impacts on community development and resident welfare; and

**WHEREAS**, the Commissioners of Cottage City find it in the best interest of the Town to establish clear procedures for the Cottage City Scholarship Award.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of Cottage City, Maryland, that the following procedures and requirements are hereby approved and adopted for the Cottage City Scholarship Award for the Cottage City Scholarship Award, with a total annual fund as appropriated in the Town's budget (currently \$2,500, subject to annual review and adjustment by the Commissioners):

1. **APPLICATION TIMELINE:**

- The scholarship application shall be made available beginning **May 1st** of each year using a form approved by the Town Manager.
- The scholarship information shall be included in the **May & June Town newsletter**.
- Completed applications and all required supporting documents must be submitted no later than **June 30** of each year.
- The Commissioners shall review and discuss applications at the **July Work Session**.
- The scholarship recipient(s) shall be selected and voted upon at the **July Regular Town Meeting**.
- A ceremonial check shall be presented to the scholarship recipient(s) at the annual **Cottage City Day Community Celebration**.

2. **ELIGIBILITY:**

- Applicants must be **residents of The Town of Cottage City for at least one year prior to application**.
- Applicants must have completed **high school** (or equivalent) and plan to continue their education at a **junior college, college, graduate school, or technical/trade school**.

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3. **APPLICATION REQUIREMENTS:**

All applicants must submit a completed application form along with the following documents:

- **Official transcripts** of scholastic record(s).
- One **letter** of recommendation from a teacher, coach, employer, or community leader addressing the applicant's character, academic potential, and civic interest.
- **Proof of residency** (e.g., utility bill or driver's license) and **proof of high school completion** unless indicated on transcript.
- A **written (One Page) Essay** responding to the following prompt: *“Why should I consider a career in municipal government, and how has my experience in Cottage City influenced this interest?”*

4. **SELECTION PROCESS:**

- The Commissioners shall review all qualified applications.
- Applications shall be ranked and evaluated based on the quality of the submitted materials.
- Preference may be given to applicants demonstrating community service or civic engagement in Cottage City.
- The Commissioners will award the money using the following percentages: **1<sup>st</sup> Place: 75%, 2<sup>nd</sup> Place: 15%, 3<sup>rd</sup> Place 10%.**
- If only one scholarship applicant applies, the unawarded appropriated money may be rolled over to the next fiscal year in the same or similar line item. If fewer than three qualified applicants apply, the Commissioners may award the full amount to fewer recipients or roll over unawarded funds to the next fiscal year in the same or similar line item.
- Once the Commission establishes the ranked candidates, they shall approve the **Top 3 Scholarship Recipients by Majority Vote.**
- **Scholarship funds** shall be disbursed directly to the recipient's educational institution upon submission of proof of acceptance and enrollment. Recipients must maintain good academic standing (minimum 2.0 GPA) in their first term to retain the award, or funds may be reclaimed.

5. **ADMINISTRATION AND COMPLIANCE:** The scholarship program shall be administered in a nondiscriminatory manner, without regard to race, color, religion, sex, national origin, disability, age, sexual orientation, gender identity, or any other protected characteristic under applicable law. All applications and supporting documents shall be treated confidentially in accordance with data privacy standards.

**BE IT FURTHER RESOLVED**, that the Town Manager shall provide an annual report to the Commissioners during the budget cycle each year, summarizing the number of applications received, awards granted, and program outcomes, to inform future budget allocations and improvements.

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately upon its adoption.

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**INTRODUCED AND PASSED** by the Cottage City Commission at a REGULAR TOWN MEETING on October 8, 2025.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

\_\_\_\_\_  
John Hoatson, Town Manager

By: \_\_\_\_\_  
Wanda Wheatley, Commissioner-Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 8th day of October, 2025 with \_\_\_\_\_ Aye votes and \_\_\_\_\_ Nay votes, the aforesaid Resolution 2025-09 passed.

\_\_\_\_\_  
John Hoatson, Town Manager