

CANADIAN MILITARY ENGINEER ASSOCIATION
BURSARY PROGRAM POLICY

BACKGROUND

1. The Canadian Military Engineers Association (CMEA) is established to enhance the effectiveness of Canada's military engineering capability, to encourage effective communication and close association amongst the Canadian Military Engineer Family, to facilitate the well-being of Association members, and to preserve the history and heritage of Canada's military engineering practitioners.
2. In order to assist CMEA members and their dependants pursuing post secondary education, the CMEA Bursary Program was put in place.

AIM

3. This policy states the governance concerning the CMEA Bursary Program.

SCOPE

4. The program consists of three individual educational bursaries of \$1000, to be awarded annually, for the year of study starting in Sep, to three applicants meeting the criteria shown below. Applicants may receive bursaries in more than one year of study, however annual application must be submitted. Priority shall be given to those applicants who have not previously received a bursary through this program.
5. The following are eligibility criteria for the Bursary Program:
 - a. the applicant shall be a regular CMEA member or a dependant of a regular CMEA member; and
 - b. the applicant shall have completed secondary education and be in the process of entering or continuing a program at a certified post-secondary educational institution.

SELECTION

6. Bursary recipients will be chosen on the basis of scholastic and all-round achievement, with consideration for individual's financial need. Bursaries will not be awarded if, in the opinion of the Selection Committee, applicants do not meet a sufficient standard of achievement. Selection criteria are as follows:

- a. Academic achievement;
- b. Extracurricular achievement; and
- c. Needs

7. Applications for the CMEA Bursary Program (see Annex A to this Policy) shall be received by 15 September. Incomplete applications shall not be considered. Applications shall be sent to:

Canadian Military Engineer Branch Adjutant
DGCPS / J3 Engineer Operations
National Defence Headquarters
Major-General George R. Pearkes Building
Ottawa ON K1A 0K2

RESPONSIBILITIES

8. Applications will normally be reviewed by the CMEA Fund Committee¹. It may be necessary to augment the Committee with other members chosen by the CMEA National Executive Committee (NEC). CMEA Fund Committee members shall not participate in the evaluation process if their dependants are applying. The Committee will sit annually during the first week of October. The Committee will be chaired by the Chairman of the CMEA Fund Committee, who is responsible for the following:

- a. ensuring the Committee has good representation;
- b. ensuring all eligible applicants are considered;
- c. providing Committee recommendations on a maximum of three annual recipients;
- d. ensuring all applicants receive notification of the final status of their request for consideration prior to the end of October; and
- e. ensuring successful applicants receive bank drafts in the amount of \$1,000.

¹ For additional information on the CMEA Fund Committee, please consult the CMEA by-law 500.

9. The CMEA Fund Committee Secretary, the CME Adjutant, shall be a member of the Selection Committee and will perform the duties of secretary to the Selection Committee. The Committee Secretary is responsible to the Chair for the following:

- a. publishing the annual call for applications no later than 1 Jun;
- b. recording all incoming applications;
- c. providing administrative support to the Selection Committee, including producing a Record of Decisions; and
- d. publishing the successful selections in *Chimo* Personnel Newsletter of the Canadian Military Engineers.

10. The Committee shall provide recommendations to the NEC on the annual Bursary recipients within one week of convening.

SUMMARY

11. There exists a need to financially assist members of the CMEA at various stages of their careers and lives. The CMEA Bursary Program is established to assist not only CMEA members entering post secondary educational programs but also their dependants.

ANNEX

Annex A: Bursary application form and information guide

BURSARY APPLICATION FORM AND INFORMATION GUIDE

1. Applicant's personal information:

Name and initials;
CMEA Chapter / Region (if applicable);
CMEA membership number or proof of membership (if applicable);
Full mailing address;
Telephone number; and
Date of birth.

2. If the applicant is not a CMEA member, please provide the following information on the sponsoring CMEA member (the sponsoring CMEA member must be the parent of the applicant):

Name and initials;
Rank and service number (if applicable);
CMEA Chapter / Region (if applicable); and
CMEA membership number or proof of membership.

3. Applicant's academic information:

Secondary and post secondary education to date;
Program of study;
Post secondary educational institution of entrance; and
Copy of transcripts of *most recent* academic year.

4. Applicant's financial information:

Outline of other bursaries or scholarships being received;
Outline of expected educational expenses to include, as applicable:

- Tuition;
- Rent / residence (if not paying for accommodation, please indicate if residing with parents or guardian);
- Books;
- Transport; and
- Other legitimate academic expenses.

5. Applicant's career information:

Brief statement of career goals (200 words);
Brief statement of extracurricular activities, including community involvement, jobs, volunteer work, etc; and
Letter of recommendation from a member of applicant's community.

Signature of applicant

Date

Signature of CMEA member
(if the applicant is not a CMEA member)

Date