**ARMAA**

**Educational Bursary**

**Policy Number:** 01-15

**Date:** May 28, 2015

**Purpose:**

ARMAA supports and promotes continuing education and professional development for all members employed by a rural municipality.

**Procedures:**

ARMAA will budget on an annual basis $1,000.00 to fund two Educational Bursaries.

ARMAA will present each year an educational bursary in a value that does not exceed $500.00 per recipient to support and promote professional development.

 **Eligibility**

1. An educational bursary is available to any active member in good standing employed by a rural municipality.
2. Any individual may only receive one bursary within a 3 year period..

**Criteria for Selection**

1. For the purpose of this bursary “course” shall mean a seminar or educational offering whether an individual offering or as a part of a certification program, delivered through direct attendance, correspondence or electronic medium.
2. Course or educational opportunities proposed by the applicant must be directly related to Local Government Administration in Alberta.
3. Financial need is not necessarily the main factor in selection, but preference may be given if the bursary enables a candidate to participate in a course or educational opportunity they may not otherwise be able to participate in.
4. Applicants must demonstrate a commitment to Rural Local Government Administration by stating career goals, past and present contributions to local government administration and by way of personal investment in the proposed course or educational opportunity.

**Applications and Selection Process**

1. Applications must be submitted to the Executive Director no later than March 31st of each year.
2. Applications must be received prior to the commencement date of the course or educational opportunity.
3. Applications must contain all of the following:
4. Details of the course or educational opportunity.
5. A statement of the career, education and professional goals of the applicant and how the proposed course or educational opportunity will assist in the attainment of these goals.
6. All costs estimated to be incurred and any contributions that will be made by the applicant, the applicant’s employer, or any other source of funding.
7. The ARMAA Executive will review all applications and award bursaries no later than June 1st of each year. The decision of the Executive will be final and will not be open to appeals.
8. Recipients will be recognized at the annual conference.
9. If no applications are received or if there are no applicants that meet the specified criteria, the Executive reserves the right to extend the deadline.

**Use of Bursary Funds and Accountability**

1. The successful recipient shall receive one half of the approved Bursary amount directly following the selection process. The remainder shall be paid once the recipient submits to the Executive Director an accounting of the use of funds.
2. Bursary funds shall be used to defray costs of tuition, registration, course materials, travel or accommodations for the course or educational opportunity cited in the application.
3. Bursary funds must be used within a 1 year period.
4. A full accounting of the use of Bursary funds must be submitted to the Executive Director no later than one month following the 1 year period.
5. Any unused funds must be returned to ARMAA.
6. Failure to provide the required accounting or failure to return unspent funds will result in the denial of membership.