

# CANADIAN MILITARY ENGINEERS

## ASSOCIATION BURSARY PROGRAM



### Background

1. The Canadian Military Engineers Association (CMEA) exists to enhance the effectiveness of Canada's military engineering capability, foster communication and cohesion within the Canadian Military Engineer Family, support the wellbeing of its members, and preserve the history and heritage of Canada's military engineering practitioners.
2. The CMEA Bursary Program was established to provide financial assistance to CMEA members and their dependents pursuing post-secondary education. The Association may award up to twelve bursaries annually. Each bursary perpetuates the heritage and history of the Military Engineer community by commemorating significant individuals from the past. The policy governing the naming of bursaries is contained at Annex A.

### Aim

3. This directive establishes the policy governing the administration, assessment, selection, and award of bursaries under the CMEA Bursary Program.

### Scope

4. This policy includes the following sections:
  - a. Eligibility and Application
  - b. Bursary Selection Board Responsibilities
  - c. Assessment and Selection Process
  - d. Award Presentation

### Eligibility and Application

5. To be eligible for consideration, an applicant must:
  - a. be a current member of the Canadian Military Engineers Association, or a dependant of a current or deceased CMEA member; and
  - b. be enrolled in, or preparing to enrol in, a recognized post-secondary educational institution.
6. Applicants may apply for a bursary in more than one year of study. Priority will be given to applicants who have not previously received a bursary under this program. Applicants who were unsuccessful in previous years may reapply; however, a new application must be submitted for each academic year.
7. Applications for the CMEA Bursary Program shall be submitted electronically using the official application form and intake process identified in the annual call for applications. Applications must be received no later than 2359 hours on 31 July of the application year.
8. Applications that are late, incomplete, or missing required information or documentation will not be considered.

### Bursary Selection Board Responsibilities

9. The CMEA Bursary Selection Board (hereafter referred to as "the Board") shall review all eligible applications.
10. The Board shall consist of a minimum of four members, all of whom must be members of the Association. At least two Board members shall be members of the CMEA National Executive Committee (NEC), one of whom will normally be a Director of the Association. The CME Adjutant will

normally act as Board Secretary, and the CME Chief Warrant Officer will normally be a Board member.

11. The Board may be augmented by additional members appointed by the President of the Board. Any Association member who is in a real or perceived conflict of interest, including where a dependent has applied for a bursary, shall recuse themselves from the evaluation process.
12. The Board shall normally convene within the first two weeks of August each year.
13. The Board shall be chaired by the President of the CMEA Bursary Selection Board (hereafter “the Board President”), who is appointed by the President of the CMEA and will normally be a member of the NEC.
14. The Board President is responsible for:
  - a. ensuring the Board is appropriately constituted and free from conflicts of interest;
  - b. convening and presiding over Board deliberations;
  - c. providing guidance and clarification to Board members regarding the conduct of the assessment process;
  - d. ensuring that all eligible applicants receive fair, consistent, and transparent consideration;
  - e. guiding the Board toward clear, defensible recommendations;
  - f. submitting a written Board Report to the CMEA NEC;
  - g. ensuring applicants are notified of the outcome of their application no later than two weeks following acceptance of the Board Report by the NEC; and
  - h. ensuring the presentation of bursaries to successful applicants.
15. The CME Adjutant shall serve as Board Secretary and is responsible for:
  - a. publishing the annual call for applications no later than 15 May;
  - b. providing administrative support to the Board;
  - c. recording Board results and decisions;
  - d. assisting the Board President in the preparation of the Board Report;
  - e. publishing the list of bursary recipients in bilingual format on the CMEA website; and
  - f. safeguarding all Board materials, including applications, supporting documentation, records of deliberations, and the Board Report, for a minimum period of three years.
16. The Board shall submit a Board Report to the CMEA NEC no later than one week following the conclusion of the Board meeting. The report shall include:
  - a. a statistical summary of applications received, including regional distribution and other relevant trends or observations;
  - b. the composition of the Board and details of the meeting (date, time, and location);
  - c. a summary of the assessment and selection process, including any issues encountered;
  - d. any recommendations to deviate from this directive, with supporting rationale;
  - e. the list of recommended bursary recipients;
  - f. recommendations regarding the assignment of named bursaries; and
  - g. any additional observations or recommendations concerning the Bursary Program.

## **Assessment and Selection Process**

17. Applications shall be assessed using a structured and documented scoring framework designed to evaluate academic achievement, financial need, and personal merit in alignment with the objectives of the Bursary Program.
18. Applications shall be assessed using the following weightings:
  - a. Academic Merit – 35%
  - b. Financial Need – 40%
  - c. Narrative Assessment (aspirations, contributions, and reference) – 25%
19. Board members shall individually assess and score assigned applications in advance of the selection meeting, using the approved assessment criteria and scoring model.

20. The purpose of the selection meeting is to review assessment results, address scoring discrepancies, confirm rankings, and formulate final recommendations. Initial assessments shall not be conducted during the meeting.
21. The Board is not obligated to award all available bursaries if, in its judgment, the quality of applications does not meet a sufficiently high standard.
22. To promote the broadest possible benefit across the Association, priority shall be given to applicants who have not previously received a bursary under this program. Applications from prior recipients may be subject to a modest scoring reduction, established in advance by the Board President.

### **Award Presentation**

23. Bursaries shall be formally presented, in person where feasible, in recognition of the significance of the award. Presentations shall be documented for Association records and publication.
24. Following acceptance of the Board Report by the CMEA NEC and confirmation of recipients, the Board President shall coordinate presentation arrangements with the appropriate Chapter, Unit, or representative.
25. Each award shall normally include:
  - a. the bursary payment;
  - b. a congratulatory letter from the President of the CMEA; and
  - c. a citation describing the individual for whom the bursary is named.

### **Summary**

26. The CMEA Bursary Program provides financial assistance to members of the Canadian Military Engineers Association and their dependents as they pursue post-secondary education, thereby supporting professional development and perpetuating the heritage of the Military Engineer community.

## **ANNEXES**

Annex A: CMEA Bursary Naming Policy

## **ANNEX A: CMEA Bursaries Naming Policy**

The CMEA offers up to twelve bursaries annually, each named in honour of a deceased military engineer who made a significant contribution to Canada, the Canadian Armed Forces, their community, or the Military Engineer Family.

1. New bursary names shall be assigned annually.
2. The Naming Committee shall nominate individuals and recommend the annual list of names to the CMEA NEC. As the call for bursary applications is released in mid-May, the Naming Committee shall complete its selection by mid-April. The list shall be announced as part of the annual CME Birthday message.
3. Representation shall consider era, functional area, specialty, and other relevant factors, with the following general distribution:
  - a. Pre-First World War – one
  - b. First World War – two
  - c. Second World War – three
  - d. Korea and Cold War – three
  - e. Post Cold War – three
4. The Committee shall maintain a standing list of no fewer than 36 names reflecting the breadth of Military Engineer history.
5. A bilingual, frameable certificate shall be produced for each bursary, including a photograph where available and a brief biographical summary.
6. Where practicable, the Committee shall seek to align the qualities or background of the recipient with those of the individual being commemorated.
7. Public recognition shall include publication on the CMEA website and appropriate social media platforms.
8. Publicity will include postings on the CMEA Website and appropriate social media accounts.