

CANADIAN MILITARY ENGINEERS ASSOCIATION BURSARY PROGRAM



Background

1. The Canadian Military Engineers Association (CMEA) aims to enhance the effectiveness of Canada's military engineering capability, to encourage effective communication and close association among 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. The CMEA Bursary Program was established to assist CMEA members and their dependents in pursuing post-secondary education. The CMEA offers up to twelve bursaries annually that perpetuate our Military Engineer heritage and history by remembering significant people from our past. The Bursary Naming Policy is included in Annex A to this directive.

Aim

3. This directive details the policy governing 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, the applicant must:
 - a. be a CMEA member or a dependant of a current or deceased CMEA member; and
 - b. have completed or are in their final year of secondary school and preparing to attend or continue a program at a certified post-secondary educational institution.
6. A person may apply for a bursary in more than one year of study but priority will be given to applicants who have not previously received a bursary through this program. Unsuccessful applicants may reapply during subsequent years of study. In both cases, a new application must be submitted each year.
7. Applications for the CMEA Bursary Program are to be submitted in electronic format (.pdf) to cmea.agmc.bursaries@gmail.com. Applications must be received by midnight on 31 August. Applications that are late, incomplete, or missing required documentation will not be considered.

Bursary Selection Board Responsibilities

8. The CMEA Bursary Selection Board, hereafter the "Board" will review every application.
9. The Board will have a minimum of six members, all of whom are members of the Association. At least three Board members will 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 CWO will normally be a Board member. The Board may be augmented with other members, chosen by the President of the Selection Board. Association members must not participate in the evaluation process if, for any reason, they find themselves in a conflict of interest (e.g. their dependants are applying). The Board will sit annually in September.

10. The Board will 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 normally a member of the CMEA NEC. The Board President is responsible for the following:
 - a. ensuring the Board has good representation and is free from conflict of interest;
 - b. convening the Board and presiding over its deliberations;
 - c. providing Board members with guidance and clarification on any matter about the conduct of the Board;
 - d. ensuring all eligible applicants are given fair consideration and guiding the board to clear recommendations on the selection of recipients;
 - e. providing a written Board Report to the CMEA NEC;
 - f. ensuring all applicants receive notification of the result of their applications no later than two weeks after the Board Report has been accepted by the NEC; and
 - g. ensuring successful applicants are presented with their bursary.
11. The CME Adjutant will be the Board Secretary and will perform the following duties:
 - a. publishing the annual call for applications no later than 15 May;
 - b. providing administrative support to the Board;
 - c. recording the Board results;
 - d. assisting the Board President in preparing the Board Report;
 - e. publishing the bursary recipients in bilingual form on the CMEA Website; and
 - f. safeguarding all board materials including the applications with supporting documents, any minutes or records of deliberations, and the Board Report for a minimum of three years.
12. The Bursary Selection Board shall provide a Board Report to the CMEA NEC within one week of sitting, which will include the following:
 - a. A statistical summary, including the number of the applications received by region, rank group, Reg Force/Reserve/Retired, and rejected as ineligible with any trends or concerns and an assessment of overall quality;
 - b. The composition of the Board, the date, time, and location of the meeting;
 - c. A summary of the assessment and selection process including pertinent details regarding deliberations or additional guidance provided to the Board and any issues which arose during the meeting
 - d. Any recommendations to reallocate bursaries, award repeat winners, or deviate from the selection or allocation criteria in this Directive, along with supporting rationale;
 - e. The resulting list of recommended bursary recipients;
 - f. Recommendations regarding which named bursary should be assigned to which recommended recipient; and
 - g. Any other observations and recommendations regarding the Bursary Program.

Assessment and Selection Process

13. Bursary applications will be assessed based on scholastic and all-round achievement with consideration for the applicant’s financial need. The purpose of assessment is to determine, firstly whether each application meets a sufficiently high standard of achievement to qualify

for an award, and secondly, to rank all qualifying applications in order of merit. Bursaries need not be awarded if, in the opinion of the Board, applicants do not meet a sufficient standard of achievement to qualify for an award.

14. The Board President will establish clear assessment criteria and weightings for the Board in assessing and ranking the applicants. As a guideline: academic achievement, extracurricular achievement, and financial need should be weighted roughly equally with an overall impression or “gut feeling” not exceeding 10% of the overall score. The NEC may provide additional guidance to the Board President before the Board is convened.
15. To ensure a representative distribution of recipients, successful applicants will be selected based on assessed merit within three groupings: NCMs (Spr to Sgt), WOs (WO to CWO), and Officers. Veterans will be grouped according to their rank at release. Provided sufficient qualifying applications are received, bursaries will normally be equally awarded by grouping, with at least one awarded to a Reserve member within each grouping. However, the Board may recommend deviations from this allocation depending on the number and quality of submissions within each grouping as follows:
 - a. If an even allocation of bursaries is not supported due to an insufficient number of qualifying applications within a rank grouping, the Board may recommend the award of an unassigned bursary to the next highest ranked application outside of that grouping, while endeavouring to preserve the intended distribution by rank group/component to the extent possible;
 - b. To ensure the broadest possible impact of the Bursary Program across the Association, a clear priority will be given to applicants who have not previously received a bursary under this program. As such, the scores of applications from previous bursary recipients will be reduced by a factor set by the Board President, in the range of 5% to 10% for the first two years after winning; and
 - c. In cases where the applicant or sponsor do not fit the above rank and component categories, such as a DND civilian employee, the board may recommend the allocation of a bursary from any of the categories based on the relative scoring of the applications.

Award Presentation

16. In keeping with the significance of the award, the Bursaries will be formally presented, in person, with the presentation photographed and documented for publication by the Association. Once the Board Report has been accepted by the CMEA NEC and the recipients have been confirmed and contacted, the Board President will arrange to have the Bursary presented to the recipient by a suitable representative from the most appropriate Chapter or Unit. In addition to the bursary cheque, the presentation will also normally include a congratulatory letter from the CMEA President and a citation about the individual for whom the bursary is named.

Summary

17. A need exists to financially assist members of the CMEA at various stages of their careers and lives. The CMEA Bursary Program assists CMEA members and their dependants while undertaking post-secondary educational programs.

ANNEXES

Annex A: CMEA Bursary Naming Policy

ANNEX A: CMEA Bursaries Naming Policy

The CMEA offers up to twelve bursaries annually that perpetuate our Military Engineer history by remembering significant individuals. The Naming Committee will consider the following criteria when selecting names for the bursaries.

1. Each bursary will be named for a deceased military engineer who made a significant contribution to Canada, their community, the Canadian Armed Forces, or the CME Family.
2. New bursary names will be assigned annually.
3. The Naming Committee will nominate Engineers and recommend the annual list to the CMEA NEC. As the call for bursary applications is released in mid-May, the Naming Committee shall have chosen those being memorialized by mid-April. The list will be announced as part of the annual CME Birthday message from Col Comdt/Chief Engineer.
4. Representation will include considerations such as era, functional area, specialties, and demography and will be selected based on the following distribution:
 - a. Pre-WW I – one.
 - b. WW I – two.
 - c. WW II – three.
 - d. Korea and Cold War – three; and
 - e. Post-Cold War – three.
5. The Committee will maintain a list of a minimum of 36 names at all times that represent the full breadth and depth of the history of the CME Family. The Committee will add names each year as names are used.
6. The Committee will create a frameable certificate for each award. The bilingual certificate will have a photo, if available, with a brief history of the individual and their contribution to the CME.
7. The committee will attempt to match the qualities of the honoured individual and the bursary recipient. For example, a serving member from the same unit as the honoured individual.
8. Publicity will include postings on the CMEA Website and appropriate social media accounts.