



CANADIAN MILITARY ENGINEER ASSOCIATION

BURSARY PROGRAM

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.

AIM

2. The CMEA Bursary Program was established to assist CMEA members and their dependants pursuing post-secondary education.

SCOPE

3. This directive details the policy governing the CMEA Bursary Program.

4. The program consists of nine individual educational bursaries of \$1,500 to be awarded annually for the year of study starting in September to nine applicants based on the eligibility and selection criteria detailed in this directive.

5. Each bursary will be named in honour of a prominent deceased Canadian Military Engineer. The Bursary Naming Policy is included at Annex B to this directive.

ELIGIBILITY AND APPLICATION

6. The eligibility criteria for the Bursary Program are as follows:

- a. the applicant must be a CMEA member, or a dependant of a current or deceased CMEA member; and
- b. the applicant must have completed or be in their final year of secondary schooling and preparing to attend or continuing a program at a certified post-secondary educational institution.

7. An applicant may receive bursaries in more than one year of study, however priority will be given to applicants who have not previously received a bursary through this program. Unsuccessful applicants may also reapply for subsequent years of study. In both cases, a new application must be submitted each year.

8. Applications for the CMEA Bursary Program are to be submitted in hard copy (by mail) to the CME Branch Adjutant using the application form at Annex A. Applications must be received by **15 September**. Late or incomplete applications, or those missing any required documents, will not be considered.

9. Applications are to be sent to:

CME Adjutant
ADM (IE) / COS IE / CME Branch
NDHQ (Carling),
60 Moodie Drive
Bldg CC-3, 3E.3.E18.64
Ottawa, ON K1A 0K2

BURSARY SELECTION BOARD

10. Applications will be reviewed by the CMEA Bursary Selection Board (hereafter the “Board”). The Board will comprise a minimum of six members, all of whom are members of the Association. At least three Board members shall be members of the CMEA National Executive Committee (NEC), of which one should normally be a Director of the Association. The CME Branch Adjutant will normally act as Board Secretary, and the Branch CWO will normally be a Board member. It may be necessary to augment the Board with other members chosen by the President of the Selection Board. Board members must not participate in the evaluation process if for any reason they consider themselves to be in a conflict-of-interest (e.g. their dependants are applying). The Board will sit annually during October.

11. 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 will normally be 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 pertaining to the conduct of the Board;
- d. ensuring all eligible applicants are given fair consideration, and the board arrives at 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 final status of their applications no later than two weeks after the Board Report has been accepted by the NEC, but prior to the publication of the results; and
- g. ensuring successful applicants are presented with their bursary.

12. 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. recording all incoming applications, and acknowledging receipt to the applicants;
- c. reviewing all applications for completeness and requesting applicants to correct any obvious errors or omissions;
- d. providing administrative support to the Board;

- e. recording the Board minutes/record of decisions;
- f. Assisting the Board President in preparing the Board Report;
- g. publishing the bursary recipients in the bilingual Chimo Communiqué; and
- h. safeguarding all board materials including the Board Report, minutes / record of deliberations, and applications with supporting documents for a minimum of three years.

13. The Bursary Selection Board shall provide a Board Report to the CMEA NEC within one week of convening. The Board Report shall include:

- a. A statistical summary of the applications received, including the number by rank grouping/region/regular/reserve/retired, the number rejected as ineligible, an assessment of overall quality, and any trends or concerns;
- b. The composition of the Board, and a summary of pertinent details regarding the board meeting and deliberations, including: date, time and location of meeting, any additional guidance provided to the Board, and any issues which arose during the conduct of the meeting;
- c. A summary of the assessment and selection process including scoring criteria and weightings, and redacted (anonymized) scores;
- 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, by grouping;
- f. Recommendations regarding which named bursary should be assigned to each recommended recipient; and
- g. Any other observations and/or recommendations regarding the Bursary Program.

ASSESSMENT AND SELECTION PROCESS

14. 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.

15. The Board President will establish clear assessment criteria and weightings for use by the board in assessing and ranking the applications. As a guideline: academic achievement, extracurricular achievement, and financial need should be weighted roughly equally, and any overall impression or "gut feel" should not exceed 10% of the overall scoring. The NEC may provide additional guidance to the Board President prior to the Board being convened.

16. To ensure a representative distribution of bursaries, winning applications will be selected based on assessed merit within three groupings: NCMs (Spr to Sgt), WOs (WO to CWO), and Officers. Retired/former CAF members will be grouped according to their rank at retirement/release. Provided sufficient qualifying applications are received, three bursaries will normally be allocated per grouping, with one of the three allocated to a Reserve member within that grouping; however, the Board may recommend deviations from this allocation depending on the number, distribution, and quality of submissions. Further guidance follows:

- a. If there are insufficient qualifying applications within any rank group/component to support the normal

allocation, the Board may recommend the award of an unassigned bursary to the next most highly-ranked (scored), qualifying application, while also 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 down-graded by a factor set by the Board President (in the range of 5-10%) for the first two years after winning.; and
- c. In cases where the Applicant/Sponsor do not fit the above rank/component categories - e.g. 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.

PRESENTATION OF AWARDS

17. In keeping with the significance of the award, the bursaries shall 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 nearby Engineer leadership. In addition to the bursary cheque, the presentation will normally also include a congratulatory letter from the CMEA President, and a citation about the individual for whom the bursary is named.

SUMMARY

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

ANNEXES

- Annex A - CMEA Bursary Application Form
- Annex B - CMEA Bursary Naming Policy (TBI)



CMEA BURSARY APPLICATION FORM

1. Applicant's personal information:

Name and initials:

CMEA Chapter:

CMEA Member Number:

Full mailing address:

Telephone number:

Email:

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 applicant's parent or guardian):

Name and initials:

Rank and service number (if applicable):

CMEA Chapter (if applicable):

CMEA Member Number:

3. Applicant's academic information:

Secondary and post-secondary education to date:

Program of study:

Post-secondary educational institution of entrance:

Copy of transcripts of most recent academic year (Final Marks):

4. Applicant's financial information:

Expected educational expenses for the school year:

- Tuition: _____;
- Rent/Residence (please indicate if not paying rent and/or residing with parent/guardian): _____;
- Books: _____;
- Transportation: _____; and
- Other legitimate academic expenses: _____.

ANNEX A

Describe your / your family's financial situation and explain briefly how the bursary will help you towards your studies (max 250 words):

5. **Applicant's career information:**

Brief statement of career goals (max 250 words):

Brief statement of extracurricular activities, including community involvement, jobs, volunteer work, etc. (max 250 words):

Two letters of recommendation from individuals who have acted as a supervisor or mentor to the applicant (e.g. employer, teacher, coach, community group leader):

6. **Signed:**

Signature of applicant

Date

Signature of CMEA member

Date

PLEASE SUBMIT YOUR APPLICATION BY **15 SEPTEMBER**

TO: CME Adjutant
ADM (IE) / COS IE / CME Branch
NDHQ (Carling),
60 Moodie Drive
Bldg CC-3, 3E.3.E18.64
Ottawa, ON K1A 0K2

Email: Adjt@cmea-agmc.ca (for communication only; submit application in hard copy)

CHECKLIST:

Have you enclosed?

- Application Form (Annex A)
- Final Marks
- Two Letters of recommendation
- Acceptance document from University/College
- Brief description of financial situation (max 250 words)
- Brief statement of career goals (max 250 words)
- Brief statement of extracurricular activities (max 250 words)

NOTE: It is important to send your application with all information complete. Failure to do so can jeopardize your chance! Use the Checklist above to ensure all is in order.