



## **Pauline Weston BURSARY PROGRAM**

### **Bursary Guidelines**

#### **Background**

Kingston and Area Association of Administrators of Volunteers (K.A.A.A.V.) members have initiated a bursary program to support education opportunities for paid or unpaid managers of volunteers from local non-profit/charitable organizations to take advantage of conferences, workshops, courses or other training focused on management of volunteers. It is the expectation that those receiving support will transfer the knowledge gained to others in their organizations or communities.

#### **Eligibility Requirements of Applicant**

1. Applicants or their agency must be a member in good standing (i.e., current fees paid) with K.A.A.A.V. In addition, applicants (or the applicant's agency) must have been a member of K.A.A.A.V. for at least one full membership year immediately preceding the year of the bursary application. (This requirement will be verified by the K.A.A.A.V. Treasurer).
2. Applicants must be currently active in a paid or unpaid role as a coordinator or manager of volunteers and must have a minimum of one year's experience (paid or unpaid) in the volunteer management profession.

#### **Bursary Criteria and Conditions**

1. The value of the individual bursaries granted will depend on the number and nature of the applications received and the balance of the K.A.A.A.V. bursary fund account. In the event that the number of requests far exceeds the Bursary funds available, priority may be given to individuals who have not been granted a bursary for the same conference/workshop/training event in the previous year. It is anticipated that applications will be submitted throughout the year as workshop/conference opportunities arise. Applications are normally received between September and May each year. Therefore, the selection committee will be responsible to ensure funds are available to meet anticipated needs, but cannot guarantee that funds will be available after May or before October 1st.
2. **The bursary is to be applied toward registration fees only (not for costs associated with accommodation, travel, etc.).** The maximum bursary amount available per application is equal to the cost of the workshop/conference registration fee up to **a maximum of \$400.00**. However, in the majority of cases, applicants (or their organizations) are expected to make an effort to contribute to the cost of the conference or workshop. **Successful applicants will receive their bursary in the form of a reimbursement (see item #6 below).**
3. Application forms will be available on line through the K.A.A.A.V. website: [www.kaaav.org](http://www.kaaav.org)
4. In the case of the Applicant's agency holding the KAAAV membership, the application must include a letter of support from the individual's supervisor (or if the individual has no direct supervisor, the letter should come from the executive director or a board member of the organization where the individual works).
5. Recipients will be required to provide a written report to K.A.A.A.V. within a month of the event, summarizing their learning and what efforts they have made to transfer the knowledge gained to others.
6. Should the bursary not cover the full registration fee, the individual or organization is responsible to pay the difference. Bursary awardees will present a copy of the appropriate registration form to the bursary committee. The Bursary Committee chair will advise the applicant of the amount to be awarded. At the conclusion of the event, the bursary will be awarded once proof of attendance and the written report have been received.

#### **Selection Criteria**

**The Bursary is intended to assist organizations or individuals who have limited financial capacity for professional development opportunities.**

Applicants must:

1. Meet all the criteria as outlined in the above sections, ***Eligibility Requirements of Applicant*** and ***Bursary Criteria and Conditions***.
2. Demonstrate commitment, ability and plans of the applicant to disseminate the benefits of the training to others.