

## **CISV Calgary Bursary Program – Terms and Conditions**

### **PURPOSE**

The purpose of the CISV Calgary Bursary Program (the “*Bursary*”) is to provide financial assistance to members of CISV Calgary, and of the community in which it operates, who have demonstrated on-going commitment to CISV Calgary’s activities and who may otherwise not be able to participate in a CISV program.

### **FUNDING AND AVAILABILITY**

The number and type of Bursary awards made available in any given year depends on the budget made available to the Bursary by CISV Calgary’s board of directors (the “*Board*”) in that year, and is at the sole discretion of the Board.

Bursary funds may only be used towards CISV program fees and associated travel costs, including delegate’s travel, a delegate’s portion of a leader’s travel, mandatory insurance and applicable visa fees (jointly, “*Qualifying Costs*”).

Successful applicants will receive funding in an amount as determined by the Board, up to 100% of their Qualifying Costs.

### **ELIGIBILITY**

Only members in good standing of CISV Calgary (a “*Member(s)*”) may submit a Bursary application.

Members may apply for themselves, or sponsor the application of a non-Member.

A Member may only receive one Bursary every 24 months.

The Board will not consider retroactive applications, for costs incurred prior to the application.

For an application to be considered by the Board, the applying Member must have accumulated at least 100 Qualifying Points during the 12-month period ending on the Application Deadline. Qualifying Points are accumulated through documented participation in eligible CISV Calgary activities, as described in the table below. The Board will review and update the table on an annual basis.

Qualifying Points may only be earned directly by the Member; in case of a family membership, all family members earn Qualifying Points jointly. Qualifying Points are non-transferrable.

| <b>Activity</b>   | <b>Qualifying Points</b> |
|---|--------------------------|
| <b>Staff</b> in a program hosted by CISV Calgary<br><i>(including Camp Director and Junior Staff)</i>   | 100 points               |
| <b>Leader</b> of a CISV Calgary traveling delegation<br><i>(including Junior Leader)</i>  | 75 points                |
| <b>Hosted Program Volunteer</b><br><i>(including homestay family, camp setup/teardown, chaperone, driver)</i>   | 50 points                |
| <b>Mini Camp Volunteer</b><br><i>(spending at least 1 night at mini camp, overnight, as an adult chaperone at a CISV Calgary mini camp)</i>                                   | 50 points                |
| <b>Mini Camp Leader</b><br><i>(active participation in both the planning and delivery of activities at a CISV Calgary mini camp – including attendance in person in both)</i> | 50 points                |
| <b>Mini Camp Participant</b><br><i>(attending the full 3 days, 2 nights)</i>  | 20 points                |
| <b>Attending a JB Planning meeting</b>  | 10 points                |
| <b>Attending a monthly activity</b>   | 10 points                |
| <b>Attending a CISV Calgary board meeting</b><br><i>(as a member or observer)</i>   | 10 points                |
|   |                          |

### **APPLICATION PROCESS**

For an application to be considered, the following documentation must be submitted on or before the application deadline for the respective program for which the Bursary is requested (the “Application Deadline”):

- **Application Form** - completed and signed by the Member.

If a program application deadline is extended due to unfilled spots, the Bursary application deadline will be extended respectively. **Late applications will not be considered.**

The Board will appoint a Selection Committee each year, and the Selection Committee will review the applications and make recommendations to the Board.

Both Members and non-Members may sit on the Selection Committee. There will be at least 2 members of the Board on the Selection Committee. The Board will make an effort to have 1 representative of the community (who is not a Member) on the Selection Committee each year.

The Board will make the final decision, bringing into consideration the recommendations of the Selection Committee and the total number of Qualifying Points accumulated by each applying Member.

The Board will announce its Bursary recipient(s) by March 1<sup>st</sup> for summer programs and by August 1<sup>st</sup> for winter programs.

### **CLAIMING THE BURSARY**

The Board, at the Board's discretion, will make the Bursary funds available to the recipient(s) by way of (i) reimbursement, against original receipts, of the approved portion of the Qualifying Costs, or (ii) direct payment on behalf of the recipient(s) of the approved portion of the Qualifying Costs.

### **PRIVACY POLICY**

CISV Calgary will use the applicant's name and contact information provided in the application form for the purpose of administering the Bursary. The submission of an application constitutes the applicant's (or the applicant's legal guardian) permission to CISV Calgary to share his or her personal information with the Board and the Selection Committee for the purpose of making decisions regarding the award of the Bursary, and to archive the application, for the maximum period permitted by applicable law, for future reference.

In addition, by submitting an application, the applicant (or the applicant's legal guardian) consents to the use of the applicant's name, picture and details of the use of the Bursary funds for CISV Calgary's promotional purposes, including in and on the CISV Calgary newsletter, website, and other media. The applicant understands that the Bursary recipient's (or the recipient's legal guardian) acceptance of this privacy policy constitutes a condition for the release and award of any Bursary funds.