



BOARD OF EXAMINERS: SCHOLARSHIP APPLICANT INFORMATION
UBCM COMMEMORATIVE SCHOLARSHIP PROGRAM AND
JEFF MCKELVEY SCHOLARSHIP PROGRAM

UBCM COMMEMORATIVE SCHOLARSHIP

The purpose of the Union of BC Municipalities (UBCM) Commemorative Scholarship Program is to provide financial assistance to persons working in local government who are pursuing courses leading to certification from the Board of Examiners and who wish to upgrade their professional skills through enrolment in post-secondary courses of study and/or attendance at workshops or seminars relating to local government administration.

A. Eligibility

1. Must be employed by a municipality, regional district, improvement district, the UBCM, the Municipal Finance Authority, or be employed by a First Nation with membership in the UBCM (see www.ubcm.ca/EN/main/about/ubcm-members.html for a listing of UBCM members).
2. Must be endorsed by their Council, Regional Board, Chief Administrative Officer, or equivalent authority.
3. Employers may endorse up to three employees per fiscal year. The Board will review applications that exceed the three-applicant limit at the last Board meeting before fiscal year end and may make awards subject to available funding.

B. Application

1. An application for a scholarship must be submitted on the approved form to:

Email:

or

Mail to:

BCBoardofExaminers@gov.bc.ca
(preferred)

Board of Examiners
Ministry of Municipal Affairs
PO Box 9845, STN PROV GOVT
Victoria, BC V8W 9T2

2. To be considered by the Board of Examiners, each application **MUST** be accompanied by a letter of endorsement from the Council, Regional Board, Chief Administrative Officer or equivalent authority, currently employing the applicant.
3. An application for a scholarship must be submitted prior to undertaking a course. Scholarships **will not be** awarded for courses already underway or completed. Scholarship applications for courses in the next fiscal year (beginning April 1st), may be deferred for decision until the first Board meeting of the fiscal year in which the course is scheduled, or denied with a request to resubmit after March 31st. It is recommended that applications for courses not in the current fiscal year be submitted after April 1st on a separate application form.

C. Use of Award

1. The award may be used by the applicant to pay for tuition and texts for any approved course of studies offered in or by any post-secondary educational institution or its equivalent, in B.C. There is no requirement to enroll in full year or semesters: e.g., three or six-week courses or extended seminars may be considered by the Board. Out of province courses or seminars are not eligible for consideration.
2. Awards for courses of study will be considered only when the program is three days or longer in duration.
3. The award may stipulate the purposes and categories of expenses which may be paid to the recipient.

D. Value of Award

1. Full eligible costs may be awarded to a maximum of \$1000 per individual per fiscal year; however, the Board may exceed this amount if funds are available.
2. In addition to D(1) above, the Board will consider reimbursement for travel and related costs of courses where need is demonstrated to the Board.
3. Subject to availability of funds, individuals may apply for further funding if required.

E. Approval

1. The Board of Examiners will be responsible for determining or adjusting the amount of each award. Within the maximum amounts permissible, the Board may, at its discretion, adjust the amount of any award to reflect the circumstances of the recipient.
2. The Board of Examiners may impose other conditions, as it considers appropriate, relative to the granting of any award.

JEFF MCKELVEY SCHOLARSHIP PROGRAM

The primary purpose of the Jeff McKelvey Scholarship Program is to provide financial assistance to persons working in local government who are pursuing any course of studies to upgrade their skills in the local government field.

A. Eligibility

1. Must be employed by a municipality or regional district.
2. Must be endorsed by their Council, Regional Board, or Chief Administrative Officer.
3. Employers may endorse one employee only per fiscal year.

B. Application

1. An application for a scholarship must be submitted on the approved form to:

Email:

BCBoardofExaminers@gov.bc.ca
(preferred)

Or

Mail to:

Board of Examiners
Ministry of Municipal Affairs
PO Box 9845, STN PROV GOVT
Victoria, BC V8W 9T2

2. To be considered by the Board of Examiners, each application **MUST** be accompanied by a letter of endorsement from the Council, Regional Board, or Chief Administrative Officer currently employing the applicant.

C. Use of Award

1. The award may be used by the applicant to pay for tuition and texts for any approved course of studies offered in or by any post-secondary educational institution or its equivalent, inside or outside of B.C. There is no requirement to enroll in full year programs or semesters: e.g., three- or six-week courses or extended seminars may be considered by the Board.
2. Awards for courses of studies will be considered only when the program is three days or longer in duration.
3. The award may stipulate the purposes and categories of expenses which may be paid to the recipient:
a) registration/tuition; and b) prescribed texts/materials at 50 percent of cost up to \$50 per course.

D. Value of Award

1. Full eligible costs may be awarded to a maximum of \$650 per individual per fiscal year.

E. Approval

1. Awards will be made only by the Board of Examiners. The Board may seek the advice of its partner organizations or other educational authorities.
2. Reimbursement will be made following the successful completion of the course(s) for which the award was granted. Proof of completion must be provided within a reasonable time.
3. The Board of Examiners will be responsible for determining or adjusting the amount of each award. With the maximum amounts permissible, the Board may, at its discretion, adjust the amount of any award to reflect the circumstances of the recipient.
4. The Board of Examiners may impose other conditions, as it considers appropriate, relative to the granting of any award.



APPLICATION FOR A UBCM COMMEMORATIVE / JEFF MCKELVEY SCHOLARSHIP

Note: The information on this form is collected to administer the provisions of the Local Government Act (RSBC 1996 c. 323) and will be used to process your application. If you have any questions about the collection and use of the information, please contact the Administrator at BCBoardofExaminers@gov.bc.ca.

Applicant Information

Last Name:	First Name:
Position Title:	Employer:
Work Phone Number:	Work Email Address:
Mailing Address:	
City / Province:	Postal Code:
CAO or Equivalent Name / Title:	CAO or Equivalent Email Address:
How did you hear about the Board of Examiners Scholarship Program?	

Course Information

Amount of Award Requested (per course):			I am taking this/these course(s) for credit: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Course Code:	Course Name:	Institution:	Start Date: (yyyy/mm/dd)	End Date: (yyyy/mm/dd)	Tuition Fee:

Career Goals

Describe your career goals and how this course(s) relates to these expectations.

Funding Information	
Have you applied for funding assistance from your employer? Appendix 1 must be completed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be receiving any assistance? Appendix 1 must be completed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you applying for travel/other assistance? If yes, Appendix 2 must be completed	<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration	
I declare the above information to be correct and acknowledge that any scholarship funds I receive are to be remitted to the local government.	
Signature:	Date:

Note: The Board reviews scholarship applications and makes awards for courses that commence in the current fiscal year only. UBCM Commemorative Scholarship Fund fiscal year is April 1st to March 31st; Jeff McKelvey Scholarship Fund fiscal year is June 1st to May 31st. Board meetings occur in March, June, and November. Applications for scholarship assistance are due two weeks before the Board meeting. Email the Administrator for the application deadline.

All applicants must provide the following items in addition to the application form:

- **A Letter of Endorsement** (see section B.2 of the Applicant Information Sheet);
- **Appendix 1 and Appendix 2** (if applicable).

Send your application package via email to: BCBoardofExaminers@gov.bc.ca (preferred)

or mail to: Board of Examiners
Ministry of Municipal Affairs
PO Box 9845 STN PROV GOVT
Victoria, BC V8W 9T2

Note: Applicants need complete only one scholarship application as the Board will determine whether the source of funding is from the UBCM Commemorative Scholarship fund or the Jeff McKelvey Scholarship fund. Scholarship funding is available as follows.

UBCM Commemorative Scholarship

- Municipal Administration Training Institute (MATI®) Foundations funding in the amount of up to 50 percent of the course registration fee is provided for eligible local government professionals through the Local Government Management Association (LGMA).
- \$1000 per course to assist with MATI® course tuition costs for PADM 204, PADM 205, PADM 207, PADM 208, and PADM 308 participants who take the course for credit; long distance travel policies apply.
- \$350 per course to assist with MATI® course tuition costs for PADM 204, PADM 205, PADM 207, PADM 208, and PADM 308 participants who take the course for non-credit; no travel costs awarded.
- Funding is not available for LGMA's School for Statutory Approving Officers non-credit course.
- All universities and colleges in B.C. taken for credit– \$650 for tuition assistance; long distance travel policies apply.
- \$350 to assist with tuition costs for non-credit courses offered by universities and colleges in B.C.; no travel costs awarded.

Jeff McKelvey Scholarship funding is available up to a maximum of \$650 per individual per fiscal year; no travel costs awarded.

APPENDIX 1

(Required)

Funding Assistance from Employer

Please list reasons why funding assistance has not been requested from your employer:

Please list details of funding assistance from your employer:

Applicant Signature:

Date:

APPENDIX 2

Request for Travel Assistance

The Board will consider requests for long-distance travel assistance on a demonstrated need basis. Assistance will only be considered for accommodation and car mileage or excursion rate airfare with the lowest amount being eligible for assistance.

Travel Request Details					
A	General Information				
	Travel From:		Travel To:		# of Trips Required:
B	Transportation				
	Mode(s) of Transport	(1)	<u>Vehicle</u> <input type="checkbox"/>	As applicable, please fill out the below fields (*)	
		Type:	*Mileage (one-way):	*@ \$/km:	*Rental Cost:
		(2)	<u>Air</u> <input type="checkbox"/>	*Airfare (one-way):	*Notes:
		(3)	<u>Other</u> <input type="checkbox"/>	*Fare (one-way):	
		Type:			
C	Accommodation				
	Accommodation Name:			City:	
	# of Nights:			Cost per Night:	
D	Please provide your reasons for this travel request and any additional information regarding your travel plans.				
	For the Board to support as many applicants as possible, are there any steps you can take to minimize travel costs (for example, carpooling, staying with friends/family, etc.,)?				
E	Amount of Award Requested for Travel:				
F	Applicant Signature:			Date:	