

SCHOLARSHIP POLICY

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POLICY RATIONALE

This policy sets guidelines for the Local Government Administration Association of Alberta (the "Association") to offer an annual scholarship(s) to support ongoing professional development of members.

POLICY STATEMENT

1. DEFINITIONS

- 1.1. "Course" means a seminar or course, whether an individual offering or as part of course of studies, delivered through direct attendance, correspondence, home study, or an electronic medium.
- 1.2. "Educational Opportunity" means a convention, conference, symposium, exchange, or other structure or formalized educational activity.

2. SCHOLARSHIP PROGRAM

- 2.1. Each year, the Association may present two or more scholarships to members as determined by budget to encourage ongoing professional development.
 - a) A minimum of one scholarship for a member(s) to participate in a course(s) in the National Advanced Certificate in Local Authority Administration program. Level 1 or Level 2 courses are eligible.
 - b) A minimum of one scholarship for a member(s) to participate in any course or educational opportunity that is deemed by the Association's Board of Directors to be relevant to the municipal sector.
 - c) If there are no satisfactory applications for scholarship under clause 2.1.a), the Board may award all eligible scholarship awards under clause 2.1.b).

3. ELIGIBILITY

- 3.1. The scholarship award is available to any individual who is a member in good standing and is employed with a municipal government in Alberta at the time of application.
- 3.2. An individual may receive only one scholarship within a three-year period.

4. CRITERIA FOR SELECTION

- 4.1. Courses or education opportunities proposed to be undertaken by the applicant shall be directly related or applicable to municipal government administration in Alberta and shall be rated on:
 - a) quality of the program,
 - b) applicability to the municipal government sector,
 - c) value for dollar spent, and
 - d) reputation of the institution or entity offering the course or educational opportunity.
- 4.2. Financial need is not necessarily a factor in selection, but preference may be given if the scholarship award enables a candidate to partake in a course or educational opportunity in which they might otherwise not be able to participate.
- 4.3. Candidates must demonstrate a commitment to a career in municipal government administration in Alberta through stated career goals, past contributions to municipal government, and by way of personal investment in the proposed course or educational opportunity.

5. APPLICATION

- 5.1. Applications must be submitted to the Executive Director by April 30 each year.
- 5.2. Applications must be received by the Executive Director prior to the commencement date of the course or educational opportunity.
- 5.3. The application must contain:
 - a) Details of the course(s) or educational and professional development,
 - b) A statement of the applicant's career and professional development goals and how the proposed course or educational opportunity helps to fulfill those goals,
 - c) Cost of the course or educational opportunity and contributions that will be received from the applicant, the applicant's employer, or from other sources, and
 - d) A brief summary of the applicant's past and present positions.

6. SELECTION

- 6.1. The Scholarship Review Committee shall review the applications and present a report to the Board of Directors with a recommendation on which applicants should receive a scholarship.
- 6.2. The Board will consider the recommendation of the Scholarship Review Committee and the applications of the other candidates and will select a recipient for each scholarship. The decision of the Board on the awards is final and is not open for appeal.
- 6.3. The Association shall announce the names of the recipients of the scholarships at the annual general meeting or annual conference.
- 6.4. Where no applications for the award are received or where none of the applications received meet the award criteria, the scholarship(s) may be awarded later in the year or shall be held over to the following year.

7. PAYMENT, USE, AND ACCOUNTABILITY FOR SCHOLARSHIP AWARD

- 7.1. Upon approval of the scholarship by the Board, the full amount of the approved scholarship shall be paid to the successful applicant.
- 7.2. The scholarship award shall be used in relation to the course or educational opportunity for which the application was made.
- 7.3. The funds may be used to defray costs of tuition, registration, course materials, travel, or accommodation.
- 7.4. Within one-year of receipt of the scholarship, the recipient must provide a written statement to the Executive Director accounting for the use of the scholarship award and any unused amount shall be returned to the Association within 30 days of the one-year anniversary date of when the applicant was notified of their scholarship award.
 - a) Failure to provide a written statement or to return all unused funds within the required time parameters or inappropriate use of the scholarship funds will result in the recipient being classified as a member who is not in good standing.