



ARMA South Western Ontario Chapter Bursary Procedure

Overview

Each year the ARMA SWO Chapter provides one Bursary award (maximum of \$500.00 (CAD)) that is available to ARMA SWO Chapter Members.

The Board will determine by a motion how many bursaries will be awarded that coming year and will be announced to the membership at the Annual General Meeting.

How it Works

The Bursary is intended to provide financial support to a Chapter Member so they can participate in educational and/or professional development opportunities to enhance their knowledge in records and information management. Examples can include records/information management courses, workshops, webinars, conferences, certification exams (ICRM & IGP), books and so forth. Bursary funds can be used to cover fees, books, supplies and travel expenses /mileage (as per the current CRA rate).

Receiving the Funds

Recipients of the Bursary will receive the awarded funds through the Chapter's expense process. This means, the Recipient is expected to pay for the expenses up front and then submit as expense report to the Chapter Board with copies of the receipts for reimbursement based on the awarded amount.

Eligibility

Applicants must be Professional Members in good standing of the ARMA SWO Chapter.

How to Apply

Applicants must send completed Chapter Bursary Application Form (available on the Chapter's website) to armaswo@gmail.com

Due Date

Applications must be received by October 31st each year. The Board will make their decisions by December 31st of each year. Funds must be used within the next calendar year (January – December), and all receipts must be submitted for reimbursement by December 31st of that year.

Application Evaluation

Each application will be evaluated by the Chapter board based on the following criteria:

- Relevance of the proposed activity to records and information management; and
- Expressed benefit to the applicant's professional development;

If the number of applicants exceed the number of bursaries available, the Chapter Board may choose to split the award to fund multiple applications when appropriate.



Questions?

If you have any questions, please contact us: armaswo@gmail.com

Visit us at armaswo.ca