



# ARMA South Western Ontario Chapter Professional Development Fund Procedure

## Overview

Each year the ARMA SWO Chapter will provide four (4) \$500 awards from the Professional Development Fund to successful applicants from the membership. The Fund is intended to provide financial support to Chapter Members for any professional development opportunities that the board deems satisfactory, with an emphasis on records and information management.

Examples can include expenses related to courses, workshops, webinars, conferences, certification exams, books and so forth.

This Fund was previously known as the Bursary Award, and has been revamped for 2022 to greater benefit the membership.

## How it Works

The fund will be opened for applications at the beginning of January and run until March, or until the fund (\$2000 total) is depleted for the year. The Board will make decisions on individual applications at the next Board meeting, and recipients will be notified as soon as possible.

Funds must be used within the current calendar year (January – December), and all receipts must be submitted for reimbursement by December 31<sup>st</sup> of that year.

Recipients of the Fund 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 an 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. Preference will be given to new recipients who have not received the award in the past.

## How to Apply

Applicants must send completed Chapter Fund Application Form (available on the Chapter's website) to [armaswo@gmail.com](mailto:armaswo@gmail.com)

## 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](mailto:armaswo@gmail.com) or visit us at [www.armaswo.ca](http://www.armaswo.ca)



# ARMA South Western Ontario Chapter Professional Development Fund Application Form

Please submit the following information to [armaswo@gmail.com](mailto:armaswo@gmail.com) to apply for the Professional Development Fund:

## About You

<b>Applicant Name</b>	
<b>Date Submitted (YYYY/MM/DD)</b>	
<b>ARMA Membership No.</b>	
<b>Email Address</b>	
<b>Phone</b>	

## The Opportunity

<b>Opportunity Name / Title</b>	
<b>Start Date</b> (YYYY/MM/DD)	
<b>End Date</b> (YYYY/MM/DD)	
<b>Location</b>	
<b>Costs</b> <i>Provide a breakdown of the costs associated</i>	
<b>Benefits</b> <i>How will this opportunity benefit your professional development?</i>	