



## **Civicjobs.ca Education Award**

### **2020 Application Guide**

#### 1. Introduction

The Civicjobs.ca Education Award recognizes individuals that are pursuing educational programs that focus on local government.

#### 2. Eligible Applicants

The Award is open to employees of local governments across Canada as well as NPOs that support local government.

To be eligible for consideration:

- Area of study must be local government based
- Must have support of employer

#### 3. Application Criteria

##### a. Applicants will be employees of:

- i. local governments
- ii. non-profit agencies that support local government

##### b. Consideration will be given at any stage in educational development but must be prior to the start of a new course or term

##### c. Financial Need – when awarding the scholarship preference given for the following considerations

- i. Employer commitment including a letter from the employer confirming support of the endeavor
- ii. Remote communities
- iii. Communities under 10,000 population
- iv. Letter from applicant explaining need for assistance
- v. Demonstrated academic commitment

##### d. Type of Education

- i. Directly related to local government pursuits
- ii. Post-secondary nature
- iii. Preference given to those that will receive credential upon completion

#### 4. Application Process

The application will be submitted through our online portal. The link will be made live February 24<sup>th</sup>. In addition to completing the application, applicants will be asked to provide a letter from their employer outlining commitment and support for the applicants endeavor. A copy of a recent transcript or statement of grades must also be attached to the online application.

Only complete applications will be considered.

#### 5. Application deadline

For 2020 the application deadline is Monday, April 6th. The award recipient will be contacted following the committee's decision.

#### 6. Review of Applications

CivicInfo BC staff will perform a preliminary review of all applications to ensure the required application criteria are met and submitted in full. The CivicInfo BC scholarship committee will then review the applications and score each based on the application criteria. The committee will then make the final decision on the successful applicant.

#### 7. Additional information

Phone: 250-383-4898

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