

ST ANDREW'S CHURCH BURSARY PROCEDURES

The following procedures govern the management of the annual Bursary Fund, the criteria and selection of successful candidates, and the awarding of the annual funds.

The source of funding for the St. Andrew's Church Bursary Program is the annual dividends accrued from the investment of the Tucker family bequest. The Wardens will provide the Bursary Committee with the amount of funding available for the year by the time of the first Parish Council meeting of that year. Although it is the intention that each year's funding will be spent in the year it is designated, bursary funds unspent on December 31st will be added to the new funds designated for the following year.

The Bursary Fund is intended for two types of requests:

- Funds to be used toward tuition fees at an accredited post-secondary educational institution.
- Funds for short-term educational or spiritual events that are deemed beneficial to the well-being of the individual specifically and/or to the benefit of the Parish at large.

A. TUITION AT AN ACCREDITED POST-SECONDARY INSTITUTION (University, College or Trade School)

1. Eligibility:

- a. Member of the Church Family (persons on the Parish Roll, their children or grandchildren)
- b. Proof of acceptance by an accredited post-secondary institution

2. Criteria for Acceptance – Preference will be shown for:

- a. First-time applicants
- b. Applicant with a clear educational goal
- c. Applicants in regular attendance at church.
- d. Applicants with a history of service to church and/or the community
- e. Applicants with evidence of strong scholastic achievement or work experience

3. Selection Procedure:

- a. Applicants will complete the Bursary Application Form which is available on line at standrewssidney.ca and submit it to the Wardens by July 31st. (email address: admin@standrewssidney.ca)
- b. The Bursary Committee will review all applicants for basic eligibility.
- c. Those applications which meet the basic eligibility criteria will be analyzed for relative strengths and suitability according to criteria in 2 above.
- d. A selection will be made of one or more successful candidates.

- e. A maximum award of \$5000 may be awarded to a single individual or the \$5000 may be shared by two or more suitable candidates.
- f. The name(s) of the selected applicant(s) and amount recommended for each will be forwarded to Parish Council for approval no later than August 15th.
- g. Parish Council will inform the successful applicant(s) of the award and thank the non-successful candidates for their application. Cheques will be mailed out by September 1st.

B. FEES/EXPENSES FOR SHORT-TERM COURSES, WORKSHOPS, RETREATS

1. **Eligibility:** Funds may be awarded to enable individuals or groups of individuals to attend a variety of educational or otherwise enriching experiences throughout the calendar year.

2. Criteria for Approval of Individual Applicant:

- a. Regular attendance at St. Andrew's Anglican Church
- b. Value of the event to the applicant and also, subsequently, to St. Andrew's.

3. Criteria for Funding of a Group Activity:

- a. Activity to be endorsed by the Rector
- b. Activity to be of value to the individuals and also of subsequent benefit to St. Andrews.

4. Selection Procedure:

- a. Applicants will complete the on-line Bursary Application Form and submit it by post or email to the Bursary Committee to be received no later than 1 month prior to the event.
- b. Individual grants will be no more than one-half of the total cost to the person.
- c. Awards for group events may be funded in total.
- d. The Wardens will receive all applications for individual or group educational events and submit them to the Bursary Committee to consider the request within a month of receiving the request.
- e. The decision of the Bursary Committee will be conveyed to Parish Council immediately following the decision regarding its approval.