



**ARMA Vancouver**  
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North Vancouver, BC  
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[vancouver.arma.org](http://vancouver.arma.org)

## **ARMA Vancouver Chapter Bursary Application**

### **Overview**

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

The Chapter will award a total of four Bursaries with a maximum of \$500 each.

### **How it Works**

The Bursary is intended to provide financial support to a Chapter Member so he/she 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.

The successful applicant(s) might be requested to provide the Chapter Board with a brief report on their educational/professional development opportunity for publication in VanARMA Newsletter

### **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 a 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 Vancouver Chapter.

### **How to Apply**

Applicants must complete the Chapter Bursary application form (the form is available on the Chapter's website) and send the application to [info@armvancouver.ca](mailto:info@armvancouver.ca).

### **Due Date**

Applications must be received by October 31 each 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 [info@armvancouver.ca](mailto:info@armvancouver.ca).

Good Luck!



# ARMA Vancouver Chapter Bursary Application

**Date Application Submitted (YYYY-MM-DD)**

**Applicant Name (First, Last)**

**ARMA Membership Number**

**Telephone Number**

**Email Address**

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## **Please Describe the Education/Professional Development Opportunity**

**Name**

**Dates**

**Location**

**Additional Comments**

**Costs: Please provide a break down of the required costs/expenses. (300 characters maximum).**

**How will this Opportunity will Enhance your Knowledge in Records and Information Management? (750 characters maximum).**