



NSPA CONGRESS BURSARY FOR ASSOCIATION VOLUNTEERS

TERMS OF REFERENCE

The NSPA acknowledges the commitment volunteers make to the association to ensure the viability and profile of the profession. The Congress Bursary is intended to acknowledge this commitment and contribution to the profession, and reward a volunteer for their sacrifice of time and energy. A bursary of up to \$2,000 will be available annually to a volunteer to represent NSPA at Congress.

CONDITIONS OF FUNDING:

1. The applicant must be a member of NSPA, in good standing, at the time of submission of an application.
2. The Awards Committee will require evidence of Congress registration prior to disseminating funds.
3. The successful candidate will be responsible for all expenses exceeding the allocated bursary amount.
4. Please note that a maximum of \$2000 per year is available. Amount may be reduced based on location of Congress or NSPA budget requirements. If less than \$2,000 is available, this will be made known to the recipients when they are advised of their successful application, or earlier (i.e., at the time of application) if possible.
5. Eligible expenses include registration fees (including pre and post courses), economy travel, meals and accommodation. Reimbursement amounts (for example, for meals, accommodations) will be based on NSPA's Allowable Expenses Policy, which shall be provided to bursary recipients.
6. Applicants must submit receipts to the NSPA Awards Committee within two months of Congress (for auditing purposes).
7. If total expenses do not equal the amount of the bursary, excess funds shall be returned to NSPA. Unused funds (including funds from years in which no bursary is awarded) shall be returned to the NSPA general operating budget and shall not carry forward to future years.
8. The successful applicant shall be announced at the Annual General Meeting. The recipient is strongly encouraged to attend the meeting.
9. If possible and where appropriate, the applicant should acknowledge the assistance of NSPA.
10. Successful applicants may be asked to submit a written report of their experience to members of the NSPA Awards Committee.

APPLICATION PROCEDURE FOR SUBMISSIONS:

Applicants must submit the following to the NSPA Awards Chair by the advertised application deadline (Usually March 1 each year; check application form for exact date):

1. Complete attached '**Applicant Information Form**' for the year in which you are applying.
2. Current professional *Curriculum Vitae* (include employment history, education background, and volunteer activity)
3. Applicants may submit letters of support with their application, documenting / describing their volunteer contributions.



EVALUATION CRITERIA FOR SUBMISSIONS:

1. **Professional Volunteer Activities** – consideration will only be given to those members who are, or have recently been, active volunteers in the NSPA or the CPA and its components.
2. **Nature and duration of involvement**– priority will be given based on a hierarchy of volunteer involvement, in descending order, as follows: NSPA Volunteers (e.g., current or recent past Board members, District volunteers, Committee members, event volunteers); Nova Scotia Section Volunteers; CPA National volunteers; Division Volunteers; other volunteer activities. Duration of volunteer contribution shall also be considered.
3. **Non professional Volunteer Activities** – consideration will be given to non-association volunteer activities that align with the values of NSPA or the CPA.
4. Preference will be given to first-time applicants.
5. Preference will be given to applicants who provide the Committee with clear, measurable contributions upon which to award the bursary. Therefore, the Awards Committee welcomes letters of support confirming and/or describing the nominee's volunteer involvement. For example, a volunteer on a District executive may include a letter from the District President describing the volunteer's contributions to the District.

DETERMINATION OF SUCCESSFUL RECIPIENT

1. All submissions will be scored for each criterion. The NSPA Awards Committee will rank all submitted applications.
2. Should two or more applicants be deemed equivalent, the recipient will be randomly drawn by the Awards Committee chair. The Committee may, at their discretion, elect not to award the bursary in any given year, or may opt to split the bursary between two qualified applicants.
3. Should only one application be received for the Bursary, the Committee shall not be obligated to provide the bursary to that applicant. The applicant's submission shall still be reviewed to determine if it sufficiently meets the Bursary requirements.
4. Current members of the Awards Committee are not normally eligible to apply for the Bursary. In the event that there are no applicants for the bursary and a member of the Committee is interested in applying, review of the application form will be delegated to the NSPA Executive Committee to avoid conflict.

SUBMISSION DEADLINES:

Deadline for submission will normally be March 1st, but may be adjusted based on Congress registration timing.

The bursary recipient will be announced to members at the AGM. Recipients may be advised in advance of the AGM to facilitate early-bird registration for Congress.

BURSARY REVIEW PROCESS:

Terms of Reference for this Bursary shall be reviewed annually by the NSPA Awards Committee, with any proposed amendments requiring NSPA Board approval.



Nova Scotia
Physiotherapy
Association

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Applicant Information Form

Submission Deadline: March 1, 2012

Applicant's Name: _____

Mailing Address: _____

Email: _____ Fax: _____

Phone (h): _____ Phone (w): _____ Phone (other): _____

Current Place of Employment: _____

CPA Membership #: _____

List NSPA / CPA or related professional volunteer activity and dates of activity (attach letters of confirmation/support):

Non Professional Volunteer Activities (attach letters of confirmation/support):

Relationship of non-professional volunteer activities to NSPA and CPA values:

Total estimated costs to attend Congress:

Registration:	\$ _____
Transportation (<i>economy</i>):	\$ _____
Accommodation:	\$ _____
Other:	\$ _____
Total:	\$ _____

Alternative/additional Congress funding source(s), if any (amount and source):

Your signature below indicates that the information in this application is accurate to the best of your knowledge and that you agree to the conditions of the bursary

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Applicant's Signature

Date

Submit to: NSPA Awards Committee Chair
Nova Scotia Physiotherapy Association
Box 31053, Halifax, NS B3K 5T9
info@physiotherapyns.ca (electronic submissions are accepted)
Fax: 902-405-7666