

THE
COMMUNICATIONS
AND ELECTRONICS BRANCH

95 CRAFTSMAN BOULEVARD
CFB KINGSTON, ONTARIO, K7K 7B4



BRANCHE
DES COMMUNICATIONS
ET DE L'ÉLECTRONIQUE

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C&E BRANCH EDUCATIONAL BURSARY

BACKGROUND:

The C&E Branch Educational Bursary is offered on an annual basis to support the academic aspirations of deserving candidates entering, or already enrolled in, their first programme of post-secondary education. Institutions include – but are not limited to – a university, college, or technical / vocational school.

AIM:

The Bursary competition permits members of the **Regular and Reserve Force**, who contribute to the C&E Branch Fund (P070), to apply for an academic award for their children, immediate family member, or dependent in order to defray some of the costs of a post-secondary education.

ELIGIBILITY:

The C&E Branch Educational Bursary competition is open to members and the dependents of members who meet the following criteria:

- a. The sponsor ...
 - (1) is a **serving military member in the C&E Branch** (Regular or Reserve Force) who is contributing to the Military C&E Museum Foundation (P070);
 - (2) is either a commissioned officer (up to and including **LCol**) or a NCM (up to and including the rank of **MWO / CP02**). If both spouses are serving military in the C&E Branch, the sponsoring rank will default to the higher ranking spouse;
 - (3) has made at least **five (5) donations** to the Military C&E Museum Foundation (P070) at any time prior to the competition submission deadline either through pay allotment, www.canadahelps.org, and / or the United Way; and
 - (4) is **currently contributing** to the Military C&E Museum Foundation (P070) through either pay allotment, www.canadahelps.org, and / or the United Way.
- b. The applicant
 - (1) must be in, or has completed, their final year of high school and is **preparing to attend** a post-secondary institution where the tuition is **not** otherwise being reimbursed in full; or
 - (2) is **currently attending** a post-secondary institution where the tuition is **not** otherwise being reimbursed in full; and
 - (3) is an immediate blood-relative, child, or dependent of the sponsoring member.

NON-ELIGIBILITY:

Nominations will not be accepted from members of the Branch Executive; such as the Colonel Commandant, Branch Leader, Branch Advisor, Branch Adjutant, Branch Chief, Branch Affairs, Branch Staff Officer, or the Branch Chief Administrator.

RESULTS OF SELECTION:

Winners shall be announced by end-August and posted on the C&E Branch website in September:
www.cmcen-rcmce.ca

AWARD DESCRIPTION:

Six bursaries will be awarded each academic year, totaling **\$6,750.00** in education grants:

| Officer Sponsors (up to and including LCol) | NCM Sponsors (up to and including MWO) |
|---|--|
| 1 x \$1,500.00 | 2 x \$1,500.00 |
| 1 x \$750.00 | 2 x \$750.00 |

Note: In the event that there is an insufficient number of applications from either the officers or NCMs, then the outstanding bursary(ies) will be made open to applicants from the other pool. For example, there are four (4) NCM grants. If only three (3) applications in total are submitted by the NCMs, then the fourth bursary will be made available to the officer pool if the officers have a sufficient number of suitable applications. **The lowest bursaries are always forwarded first.** If there are insufficient applications altogether, the balance of money will be returned the Branch Fund and used for next year's competition.

SUBMISSION PACKAGE AND PROCESS:

The competition is advertised annually on CMCEN.ca and via DWAN correspondence. Candidates are required to submit ...

- a. an application *pro forma*;
- b. a personal essay;
- c. letters of recommendation from reputable authorities; and
- d. proof (such as signed letter from a college or university registrar) that the child or dependant has been unconditionally accepted into a programme of study.

Supporting documents such as LoAs, certificates, volunteer letters, etc. are encouraged though not mandatory.

A winning applicant is ineligible for another bursary via this competition: one (1) grant only.

A board convenes annually to rate each application and select the six (6) eligible submissions. Afterwards, the Branch Adjutant and / or Branch Chief will reach out the selected members and arrange a cheque. Advertisement of the winners shall be made known via CMCEN.ca.

Applications will be accepted in either official language. The nomination package shall consist of all the materials listed above. They are re-iterated with additional details on the table found below on the following page.

| DOCUMENT | DETAILS |
|---|---|
| Application Form | Complete with attachments. |
| Personal Essay | <p>A personal essay of 500 words (2 pages) contains the following details:</p> <ol style="list-style-type: none"> Family background; Academics; Extracurricular activities; Leadership experience; and Future plans. <p>The essay must be typed, 1.5 spacing, with your name atop each page.</p> |
| Character References or Letters of Recommendation | <p>You must provide, with your application, two (2) Letters of Recommendation from Character References who should be:</p> <ol style="list-style-type: none"> a teacher who has instructed you or is currently instructing you in your school or post-secondary institution; and / or an adult who has known you for at least two (2) years and who is <u>not</u> a member of your family. <p>Letters of Recommendation will adhere to the template provided.</p> |
| Letter of Acceptance | Official letter of acceptance from the post-secondary institution you plan on, or are, attending (such as a letter from the Office of the Registrar). |
| Supporting Documents (Optional) | You are welcome to include scanned PDFs of Certificates, and / or Photos of Trophies or Awards to supplement your application. |

Digital submission can be e-mailed to the Branch Adjutant's positional inbox on the DWAN (DGIMTCandEBranch_BrancheCetEDGTGI@forces.gc.ca). Physical packages are to be mailed to:

Attn: C&E Branch Adjutant
C&E Branch Adjutant's Office
95 Craftsman Blvd
CFB Kingston, Ontario, K7K 7B4

DEADLINE:

Applications must be received at the C&E Branch Adjutant's Office no later than **End-July** of each year. Applications received after this date will not be accepted. It is imperative that you contact C&E Branch Adjutant by **Mid-July** either by e-mail (see above) or phone (613.541.5010 x 8371 or CSN 271.8371) if there is any doubt that your application will arrive by the deadline. The Branch Office shall release confirmed dates – on CMCEN – regarding the submission due date for each year.

SELECTION PROCESS:

The Selection Committee shall consist of C&E Branch members of the rank of Col, LCol, CWO/CP01, MWO/CP02, and the Subaltern and Member of the Year (or suitable junior substitute(s)). None of the committee members shall have any actual or perceived Conflict of Interest. The applications will be evaluated according to scoring criteria held by the board members. Questions or queries can be directed to either the C&E Branch Adjutant (detailed above) or the Branch Chief (613.904.4669 or CSN 226.4669).