



## MARY SWANSON SCHOLARSHIP FUND

### ORIGIN

The Scholarship is given in memory of Mary Swanson in recognition of the huge contribution that she made to eventing and BCEA over many years. Her support began when eventing arrived in Canada and BC in the early 1970s. Her love of both horse and rider and the sport continued, unaltered, until her passing in 2010. The aim of this scholarship is to assist BCEA members or their immediate family (spouse, child or grandchild) when pursuing post-secondary education.

### SCHOLARSHIP FUNDING

The BCEA/Mary Swanson Scholarship is a financial award which is maintained through BCEA's general revenue.

### FINANCIAL AWARDS

An annual award of \$500.00 is available through an application process. The board reserves the right to not issue an annual scholarship should there be insufficient funding, or if there are no eligible applicants. At any time, BCEA reserves the right to withdraw or modify all or part of this scholarship and application process.

### SELECTION COMMITTEE

Successful applications are selected by a committee of a minimum of five (5) BCEA directors (or committee members) whose involvement is voluntary. The selection committee must remain free of a conflict of interest. Conflict of interest includes but is not inclusive of, applications submitted by a committee member's immediate family, a committee member who is a coach; your students, any and all situations that are not transparent, therefore not allowing a committee member to make a fair and unbiased decision.

### APPLICATION CRITERIA

Individuals may apply if they:

1. Are current BCEA members or are an immediate family member (limited to spouse, child, grandchild) of said member. The application must be signed by the member.
2. Are a Canadian citizen or hold Landed Immigrant Status.
3. Over 16 years of age on or before June 30<sup>th</sup> of the current year

Unsuccessful applicants may re-apply the following year.

Scholarship Applications are considered if:

1. The scholarship is or will be applied towards an educational program that is held at or hosted by an accredited post-secondary educational institute, or
2. The scholarship is or will be applied towards full or part-time continuing educational studies

The complete application package is available March 1st of each year and must be received by the Committee chairperson no later than midnight, August 1<sup>st</sup>. Late or incomplete applications will not be considered. All applicants will be notified on or before September 1<sup>st</sup>. The scholarship presentation will be made at the annual BC Eventing Association AGM.

BCEA does not return any of the application materials. Personal information is considered private and confidential and will not be used for any other purpose. BCEA will not store application packages beyond December 1<sup>st</sup> of the current year. All application packages will be shredded or deleted after that date. Successful applicant may be asked to provide information, articles or photographs, at no charge, to BCEA for use in electronic or hard copy marketing materials.

The successful applicant will be selected based on information contained in their application form, biography, letters of reference and overall presentation of their application.

## **APPLICATION PROCESS**

### **1) APPLICATION FORM**

Please complete and sign the BCEA Scholarship Application form (on next page).

You may submit your application by email (PDF files only accepted) to the Chairperson of the Scholarship Committee, Carol McDonald, at [carolmcd@shaw.ca](mailto:carolmcd@shaw.ca), “BCEA Scholarship”, must be typed in the subject line.

By mail to BCEA, Scholarship c/o Carol McDonald 1403 200 St, Langley BC V2Z 1W5.

### **2) BRIEF LETTER AND BIOGRAPHY**

Please include:

- A bit about yourself
- What accomplishments led you to apply for this award
- How the award would be used
- Your equine experience
- Why you feel you qualify for the award
- Images if you wish
- Benefits to you or your family member of being a BCEA member

The successful award recipient may have their short biography and picture published on the BCEA Website and Facebook page.

### **3) LETTERS OF REFERENCE**

No less than two (2) current letters of reference which should include:

- Statement from school principal or school representative summarizing academic record and character
- Ideally a letter of support from a coach – either equine related or school related  
References must include name, address and email address or phone number of the person providing the reference. Please inform your references that the Scholarship Committee may contact them. Original letters, photocopies or scanned versions are acceptable.

### **4) ACADEMIC RECORD**

- Transcript of marks
- Educational Institution Registration or Acceptance letter

As with all of these types of income, this award is considered taxable and it is the responsibility of the recipient to ensure the correct income reporting is done for the purpose of their taxes.

The decision of the Scholarship committee will be final. BCEA will not be responsible for receipt of late application packages.



## APPLICATION FOR THE MARY SWANSON SCHOLARSHIP

I hereby make application to receive the BCEA Mary Swanson Scholarship Award of \$500.00.  
 I have read, understand and agree to the rules and regulations.  
 I have included all required information.

Please type or print legibly.

Last Name:	First Name:	Birthdate:
Address:	City:	Postal Code:
Phone #:	Cell #:	
E- mail address:		
I will be attending:		
Name of post-secondary institution:		
To pursue studies in:		
Length of Program:		
Date you are starting program:		
Applicant Signature:		Date:
Signature of BCEA Member (if applicant is not a member): (Must be spouse, parent or grandparent of applicant)		Date:
Relationship to Applicant:		