



Club Warriors Training and Competition Bursary Guideline and Application

(Version dated 11 Nov 2014)

1. **Preamble** Club Warriors (“Club”) is very fortunate in having several donor families that provide financial assistance to the club and/or its swimmers. One such family has generously agreed to sponsor a Training Bursary to assist swimmers in financial need with their training costs and/or competition expenses (as described below) while a member of the Club. Eligibility for a Bursary, the Bursary application process and other terms and conditions related to the Bursary are set out in this Guideline. The donor’s objective is to provide access to competitive swimming for those swimmers that show a keen interest and commitment to the sport, but do not have the financial means to fully participate without assistance from a program such as the Bursary outlined here.

2. **Eligibility Criteria**

The following summarizes the criteria that the Bursary Committee will consider in reviewing applications for a Bursary and in awarding Bursaries. In the event that there are multiple applicants in a particular year, then the Club will consider the relative situation of all eligible applicants. The Club reserves the right to give such relative weight to each eligibility criteria and to consider such other criteria as, in the view of the Committee, is reasonable and appropriate to achieve the objectives of the Donor with respect to the Bursaries. The applicant must demonstrate reasonable entitlement to a Bursary having regard to all of the circumstances of the applicant including but not limited to the following factors:

- (a) The applicant must be a member of the Club for the period during which a Bursary is being applied for.
- (b) The applicant must have demonstrated financial need having regard to the financial situation of the applicant and his or her parents. Any other financial assistance received by the applicant during the period in question will also be considered in this regard and must be disclosed by the Applicant.
- (c) The applicant must have a demonstrated interest in competitive swimming.
- (d) If the applicant is a member of the Club or another swim club, the degree of the applicant’s engagement in the Club programs or other swim club, as the case may be, including demonstrated commitment and strong work ethic.
- (e) Demonstrated positive and caring attitude towards self and others both in the Club, if the applicant is an existing member of the Club, in school and generally within the community.



- (f) Past and current bursary recipients are eligible to re-apply for funding for successive submissions sessions but renewal is not guaranteed. Acceptance for one year does not imply acceptance for subsequent years.

3. **Application Process**

- (a) Applicants must complete the attached confidential application form and submit it to the Club Warriors office, to the attention of the Club Warriors Bursary Committee. Applications are accepted at any time and will be reviewed on at least a monthly basis by the Bursary Committee.
- (b) Applicants must provide required income verification for the applicant's household as listed in the application form which includes: Notice of Assessment and 2 consecutive paystubs or EI/Ontario Works documentation for each adult in the applicant's home, or equivalent proof of total income.

Applicants must provide a one page summary letter that outlines the reasons that they believe that they are eligible for and should be awarded a Bursary having regarding the Eligibility Criteria set out above. Applicants may provide a letter of endorsement from a third party professional as listed in the application form.

Please send completed applications to the following address:

Club Warriors Bursary Committee
5-420 Erb Street West
Suite #316
Waterloo, ON N2L6K6
info@clubwarriors.ca

- (c) More than one individual per family or household can apply during the same year, however separate applications must be submitted for each individual.
- (d) Incomplete applications will not be accepted.
- (e) All information submitted to the Club Warriors Bursary Committee is kept in the strictest of confidence, and is used only for determining eligibility of the applicant.

4. **Administration and Distribution**

- (a) The applications are reviewed by the Bursary Committee based on need, benefit, expressed commitment to swimming, and funds available. Committee members must agree with the Bursary recipient selections and will make a recommendation to the Donor, who has final responsibility for accepting applications. These decisions are not subject to review or challenge. The Bursary Committee shall consist of at least a member of the Club's Board of Directors and a delegate of the Donor.



- (b) The Bursaries will be awarded in a timely manner after submission of the Application form. The recipients will be notified of their award by the contact information they provided in their application.
 - (c) The Bursary funds will be made payable directly to the Club Warriors family account for training and competition fees. Travel costs and accommodation, if applicable, for the recipient will be reimbursed, with provided receipts, subject to a cap of \$500 per year. It is expected that parents will make a reasonable effort to control costs, such as carpooling and staying in economical establishments.
 - (d) Under exceptional circumstances, the Bursary Committee will consider ad hoc requests for further funding related to travel for competition.
5. **Participation** By applying for The Club Warriors Training Bursary, you are agreeing to abide by the conditions and criteria set out above, and by the Club's Policies and By-Laws. This includes the standard expectations for participation, volunteerism, and support of in-house meets and other Club activities.



Club Warriors Training Bursary Application Form

Applicant Information	
First Name:	Last Name:
Address:	
City:	Postal Code:
Telephone:	Email:
Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Birth Date (must be between ages 5-18):

Adult Sponsor	
First Name:	Last Name:
Address:	
City:	Postal Code:
Relationship to Applicant:	

Funding Request
Club Warriors Program Fees (check one): Elite <input type="checkbox"/> Advanced <input type="checkbox"/> 11-12 <input type="checkbox"/> 9-10 <input type="checkbox"/> 8-9 <input type="checkbox"/> 7-8 <input type="checkbox"/> Intro <input type="checkbox"/> Or Competition Meet/Travel Expenses: <input type="checkbox"/>
Indicate if full Bursary <input type="checkbox"/> or partial assistance <input type="checkbox"/> is sought. If partial, please indicate how much:

Income Verification
Gross Annual Household Income (check one): Less than \$20,000 <input type="checkbox"/> \$20,000-\$29,000 <input type="checkbox"/> \$30,000-\$39,000 <input type="checkbox"/> \$40,000 & Over <input type="checkbox"/>
Include with your application, for each adult in home: Copy of Notice of Assessment (Government Documentation) AND Current proof of family income (select one): 2 consecutive paystubs <input type="checkbox"/> Ontario Works or EI Documents <input type="checkbox"/>

Eligibility & (Optional) Endorsement Section
You must include with your application a one-page letter outlining why you are eligible for a Bursary, having regard to the Eligibility Criteria set out in the Club Warriors Training Bursary Guideline. You may also include an optional endorsement letter supporting your request from a third party professional such as a teacher, family doctor, member of clergy, lawyer, etc.

I hereby apply for the Club Warriors Training Bursary. In signing this application, I declare that all information provided is complete and true to the best of my knowledge. I also undertake to disclose to Club Warriors if there is a material change in my financial status.

Signature of Adult Sponsor: _____

Date: _____