



# LGMA

LOCAL GOVERNMENT  
MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

**KEN DOBELL PUBLIC SERVICE EDUCATION FUND  
SCHOLARSHIP**

**APPLICANT INFORMATION  
FOR 2019**



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MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

## APPLICANT INFORMATION

### **Ken Dobell Public Service Education Fund Scholarship**

The purpose of the Ken Dobell Public Service Education Fund Scholarship is to encourage students with an interest in federal, provincial, local government and First Nations administration and policy studies to pursue post-secondary opportunities. The Fund has been established to recognize the career and public service contributions of former Vancouver City Manager, British Columbia Deputy Minister to the Premier, Secretary to Cabinet and Head of BC Public Service Ken Dobell. Scholarships are available to assist students whose permanent address is in British Columbia and who have a demonstrated interest in public service and who are accepted or are registered in a course of studies at an accredited post-secondary institution.

Candidates should be intending to treat their diploma or degree as a terminal diploma/degree supporting professional employment in the public sector or First Nations government or furthering their career in the public sector or First Nations government through further post-secondary education.

The Fund's Scholarship Advisory Committee consists of representatives from the Federal, Provincial and Local Government sectors as well as from First Nations organizations operating in British Columbia.

Each year, on the advice of the Scholarship Advisory Committee, the Local Government Management Association may specify an area of focus and/or special criteria for the scholarship award. The Scholarship shall be for one year and in the amount specified by the Local Government Management Association.

#### **A. Eligibility**

1. The following persons are eligible to apply for a scholarship:
  - a. Persons registered at a post-secondary educational institution, and undertaking either full time or part time course of studies directly related to federal, provincial, local government or First Nations administration and policy studies **AND** who are:

- b. i). Persons working in the following public sector, public sector related or First Nations organizations:
  - o employed by a local government (defined to include municipality, regional district, resort municipality, or Islands Trust);
  - o employed by the British Columbia provincial government, a provincial agency or crown corporation;
  - o employed by the federal government, a federal agency, or a crown corporation located in British Columbia ;
  - o employed in an administrative capacity in a British Columbia First Nation organization and who are non-elected; or
- ii.) Individual who have shown a demonstrated in interest in public administration or public policy studies; **AND** who are
- c. Persons who are permanent residents of British Columbia.

## **B. Applications**

1. Any application for a Scholarship must be submitted on the approved form to the Local Government Management Association, 710A – 880 Douglas Street, Victoria, B.C., V8W 2B7 or by email to [office@lgma.ca](mailto:office@lgma.ca)
2. To be considered, each application must be accompanied by confirmation from an accredited post-secondary institution that the applicant is a registered student.
3. To be considered, applicants must submit as part of their application a resume or curriculum vitae **and** a statement in 500 words or less that demonstrates their desire to pursue a career or enhance their career in the federal, provincial, local government sectors or First Nations government and how their course of studies will help support that goal.
4. All elements of this application must be complete for it to be considered.
5. Applications must be submitted not later than 4:30 p.m, on September 27, 2019, with notification to the successful candidate being given by the Local Government Management Association by October 31, 2019.

## **C. Use of Award**

1. The scholarship will be provided to the successful applicant as a voucher in the name of the designated post-secondary institution or to the applicant's public sector or First Nation employer, as indicated on the application. The scholarship may be redeemed to pay costs of tuition at the designated post-secondary educational institution, course related expenses, and/or travel. The award may stipulate the purposes and categories of expenses which may be paid to the recipient.
2. Awards for courses of study will be considered only when the program is five days or longer in duration and offered at an accredited post-secondary institution.
3. Preference will be given to British Columbia courses where available.

4. Scholarship awards are usually valid from one year from the time of award however timelines may be extended under special circumstances as determined by the Scholarship Advisory Committee.

**D. Value of Award**

1. The value of the award and criteria to be used for evaluation of applications in any particular year may be specified in advance of the application deadline. Applicants are eligible for a one time award of the Ken Dobell Public Service Education Fund Scholarship.

**E. Approval**

1. On the advice of the Scholarship Advisory Committee, the Local Government Management Association will be responsible for determining or adjusting the amount of each award. Within the maximum amounts permissible, the Association may, at its discretion, make adjustments to the amount of any award to reflect the circumstances of the post-secondary tuition or expense costs. The Vancouver Foundation administers the Fund on behalf of the Local Government Management Association and will issue the voucher to the scholarship recipient.
2. The Local Government Management Association reserves the right to either not award a scholarship in a given year, or to award a scholarship to more than one person subject to availability of funds and if circumstances warrant.



**APPLICATION FOR KEN DOBELL PUBLIC SERVICE EDUCATION FUND SCHOLARSHIP**

**A. Applicant's Information**

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss.	
Last Name:	First Name:
Mailing Address:	Mailing Address:
Email address:	Telephone Number (s):
I will be a <input type="checkbox"/> Full time student <input type="checkbox"/> Part-time student (attach confirmation of acceptance) _	
Present Employer:	Office Telephone Number: (        )
Present Position Title:	Office Fax Number: (        )
Length of Service in this Position:	
Other Relevant Public Sector or First Nations Government Experience: (Use separate sheet if required)	
Are you a Permanent Resident of British Columbia?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

**B. Educational Information**

Name and Address of Educational Institution	Student #
Program of Studies	Please indicate level of study (e.g., Bachelors, Masters, Certificate, Diploma, etc)
Program start date	Expected date of completion
Have you applied for funding assistance from your employer?	
<input type="checkbox"/> Yes <input type="checkbox"/> No    If no, please explain reasons why not using a separate sheet.	
If yes, will you be receiving any assistance?	
<input type="checkbox"/> Yes <input type="checkbox"/> No    Please provide details of the funding assistance to be provided on a separate sheet.	

Have you received a Ken Dobell Public Service Education Fund Scholarship before?

Yes  No If yes, please provide year: \_\_\_\_\_

**C. Calculation of Requested Award**

1. Tuition Payable to _____ (Name of Post-Secondary Institution)	\$ _____
2. Course Related Expenses (Provide separate sheet with details)	\$ _____
3. Travel Expenses (Provide separate sheet with details)	\$ _____
Total Award Requested	\$ _____

**Note: Scholarship awards will only be paid to a qualified donee on behalf of the student receiving the award. No payments will be made directly to an applicant. Course related expenses and travel expenses will be reimbursed to the applicant's public sector employer.**

**Instructions for Supporting Documents**

**ALL ELEMENTS OF THIS APPLICATION MUST BE COMPLETE FOR IT TO BE CONSIDERED**

Please submit all supporting documents with application.

All applicants must provide:

- **A letter of confirmation of registration from an accredited post-secondary educational institution**
- **Your statement of 500 words or less is a critical part of the review and adjudication process. Please demonstrate your desire to pursue a career or enhance your career in federal, provincial, local government sectors or First Nations government and how your course of studies will help support that goal.**
- **A current resume or curriculum vitae.**
- **Details of Requested Reward**

**D. Declaration**

I hereby apply for a scholarship in the amount of \$ \_\_\_\_\_

I declare the above information to be correct.

Signature:

Date signed:

Return one completed copy to:

E. [office@lgma.ca](mailto:office@lgma.ca)  
Local Government Management Association  
710A – 880 Douglas Street  
Victoria, BC V8W 2B7  
T. 250.383.7032