

HTBC Mary Swanson Bursary Fund

MISSION STATEMENT

To promote participation, knowledge, and excellence in the sport of Horse Trials and 3 Day Eventing."

BURSARY FUNDING

The HTBC/Mary Swanson Bursary is a financial award. It is maintained through HTBC's general revenue. The board will maintain all nominations. Individuals having 2 or more nominations will be considered for the bursary. It is not a requirement that a nominee receive 2 nominations for 1 event.

FINANCIAL AWARDS

An annual award of up to \$500.00 is available through a nomination process. The board reserves the right to not issue an annual bursary should there be insufficient funding, and/or an insufficient number of nominees.

SELECTION COMMITTEE

Successful nominations are selected by a committee of a minimum of five (5) HTBC directors whose involvement is voluntary. The selection committee must remain free of a conflict of interest. Conflict of interest includes but is not inclusive of, nominations of the committee member or a member of their 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.

NOMINATION CRITERIA

Bursary Applications are considered if:

1. A minimum of 2 members of Horse Trials BC nominate a HTBC member for their accomplishments and/or activities within the eventing community.
2. Nominators identify how a Nominee's actions, through volunteering, have exemplified the Mission Statement of HTBC.
3. Nominators identify how the nominee's actions, through volunteering and/or their own initiative, have improved the sport of 3 day Eventing and Horse Trials in BC.

Nominations will be accepted beginning **February 01st** of each year and must be **received** by the *Committee chairperson* no later than **midnight, June 30th of each year**. Late or incomplete nominations will not be considered. The successful nominee will be notified on or before **October 1st** and presentation will be made at the annual Horse Trials BC AGM.

The successful nominee will be selected on the basis of information contained in the nominator's submission.

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

HTBC reserves the right to withdraw or modify all or part of this bursary and nomination process.

NOMINATION FORM

- 1) Complete and sign the HTBC Bursary Nomination form. **Provide THREE (3) copies** of all materials, **not stapled**. If familiar with pdf files and scanning, and using the supplied Nomination form, the nominator may submit all the files within ONE (1) pdf file. (Include last name in pdf title, for example: Bursary Smith.pdf You may submit your application by email to the Chairperson of the Scholarship Committee, Diana Jamison, at directors@horsetrialsbc.com , "Bursary", must be typed in the subject line. Alternately you can mail to, HTBC Bursary, c/o Diana Jamison, 3179 Shawnigan Lake Road, Cobble Hill B.C., V0R 1L6.

NOMINATION DETAILS

Nominators are asked to the best of your knowledge and ability, to provide in a legible written format, addressing the following questions in your nomination:

1. State the reason why you have nominated this HTBC member.
2. Give details on how this nominee has been involved in the equine world.
3. How has the nominee exemplified the Mission Statement of HTBC,

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4. Explain, how the nominee has improved the sport of 3 day Eventing and Horse Trials in BC.

SHORT BIOGRAPHY AND IMAGES

As part of the nomination (and if you know the nominee enough) we are requesting a short biography of the nominee to a maximum of 150 words. Successful award recipients may, with their permission, have a short biography published in an upcoming issue of *Gaitpost* and *HTBC Website*.

As with all of these types of income, this bursary 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/Bursary committee will be final. HTBC will not be responsible for receipt of late nomination packages.

Mary Swanson Memorial Bursary Nomination Form

PERSONAL INFORMATION of the NOMINEE (Print Clearly)	
Full Name:	Citizenship:
Nominee Birth Date: (mm/dd/yr)	
Mailing Address:	
City, Province, Postal Code:	HTBC Membership Number:
Phone:	Email:
Nominator Name, Address and phone number:	Nominator HTBC Membership Number:

Please ensure the following is included:

- Nomination Form
- Nomination Written Details
- Short biography and images

