

Special Care Emergency Preparedness Association of Nova Scotia

Bursary Program Terms of Reference

Purpose:

1. To promote emergency preparedness activities in the regions.
2. To provide individuals with supplementary funding to aid in their studies of emergency preparedness.
3. To provide greater cooperation between the Provincial and Regional arms of SCEPA.

Objectives:

1. To provide funding in the amount of \$1,000.00, to each regional committee for specific projects that will assist with the cost of education, training and exercising for Special Care facilities.
2. To provide four (4) individuals with funding in the amount of \$250.00, one (1) from each region and an additional four (4) from any region, to assist with their education in emergency preparedness.
3. To provide for further education by requiring those receiving the \$250.00 grant to participate in an educational event to share the knowledge gained.

Authority:

The bursary program has been approved by the Provincial SCEPA Committee on January 17, 2003.

Membership:

Funding will only be provided to the regional committee and in the case of individuals, only those who are members of both SCPEA and their Special Care facilities Emergency Preparedness Committee.

Decisions on Applications:

Applications will be approved by a sub-committee of the Provincial SCEPA Committee and applicants will be advised in a timely manner on the status of their application. SCEPA is not obligated to approve any application and the focus of approvals may change from time to time. There will be no formal complaints committee. However, if issues of fair treatment arise, they will be dealt with at the Provincial Committee.

Term:

The program is in effect immediately and continues at the pleasure of the Provincial Committee.

Accountability:

Funding will be provided only for applications received within the prescribed time frames. Funding will be paid upon completion of the project and/or the provision of receipts indicating that the approved expenditure has been made. The selection committee will report to the next provincial committee on applications it has approved.