

Anti-Racism Bursary - Matrix and Selection Procedure

Matrix

The following matrix is based on the questions asked of applicants, and the following application policy promoted:

Adjudication Measure	Not Complete (0 point)	1 point	2 point	3 point
Location	Did not indicate a location	Outside of Canada	Outside of BC	BC Based
Previous Successful Applicant	Previously received the bursary	N/A	N/A	Has not received bursary in the past
IBPOC Identification	Did not indicate	N/A	N/A	Identified as IBPOC
Importance of Funding for Individual or Organization	Did not indicate	One-or two words indicating a financial barrier	Two-three sentences that give an indication of financial need but also how the course is relevant to their organization	A fulsome answer that indicates a financial barrier, course content relevance to the organization, and specificity to an ongoing project or initiative that would be served through the knowledge gained in the course
How the course would build upon Professional Development	Did not indicate	One-or two words indicating a desire to take the course	One to two sentences indicating current role or interests and how the course content services it	A detailed explanation of how the course will serve the individual and their professional growth, including fitting into long-term goals

Procedure

- 1) 6 weeks before course registration deadline - Call for Applications sent out
- 2) 3 weeks before course registration deadline - EAS Coordinator checks in with Treasurer to assess if a reminder/extension needs to be sent out
- 3) After applications deadline passes - Treasurer and Member at Large 2 meet to review all applications
 - a) Applications assessed against application matrix, and that is recorded on a working excel sheet;
 - b) Where two applicants have the same gross total marks, a randomized number will be selected, and two executive members will witness this process
- 4) Treasurer and Member at Large 2 write a summary of selection and send it to the rest of the executive and the EAS Coordinator.
 - a) EAS Coordinator is given contact information necessary to follow-up with the applicant
- 5) EAS Coordinator notifies the successful applicant, and registers them via WildApricot
- 6) EAS Coordinator contacts unsuccessful applicants with adjudication results