

CivicInfo BC Leadership and Governance Award

Presented by



Application Guide

1. Introduction

The CivicInfo BC Leadership and Governance Award is funded by a generous donor who advises local government and is passionate about good governance to provide assistance to employees of local government and First Nation governments in British Columbia.

2. Eligible Applicants

The Award is open to employees of Local Government and First Nation Government across British Columbia. The area of study must be post-secondary and focused on leadership and/or governance.

3. Application Criteria

- a. Applicants will be employees of:
 - a. British Columbia Local Governments (excluding police and fire services)
 - b. British Columbia First Nations Governments
- b. Consideration will be given at any stage in educational development but must be prior to the start of a new course or term, including one-time training events.
- c. Financial Need – assessed on
 - a. financial need, and;
 - b. degree to which this award makes a difference in the applicant's ability to pursue the education
- d. Type of Education
 - a. Directly related to local government pursuits
 - b. Purpose of training
 1. Learning to effectively support elected leaders in achieving excellence in governance, and;
 2. Learning to effectively identify and address short and long term community needs

- e. Demonstrated Commitment – Evaluation of impact on and value to the community the applicant serves

4. Application Process

The application will be submitted through the CivicInfo BC online portal. The link <https://q.surveypal.com/Leadership-and-Governance-Award-2023> will be made live **September 15th**. In addition to completing the application, applicants will be asked to provide:

- a. A one-page cover letter, including an introduction to the committee, explanation of why the applicant is applying for the award and defining goals in leadership and governance of the applicant.
- b. A letter of reference signed by the employer, a peer, an academic advisor or another individual known to the applicant in a professional context outlining commitment to their endeavour.
- c. Proof of registration or enrolment must also be attached to the online application. Only complete applications will be considered.

5. Application deadline

The application deadline is **October 31st at 4pm**. The award recipient will be contacted following the committee's decision.

6. Review of Applications

CivicInfo BC staff will perform a preliminary review of all applications to ensure the required application criteria are met and submitted in full. The CivicInfo BC Leadership and Governance Award committee will review the applications and score each based on the application criteria. The committee will then make the final decision on the successful applicant.

7. Payment to Recipient

The value of the award is \$1,000. Once the award recipient is determined, 75% of the award will be remitted to the recipient. The remaining 25% will be paid out upon submission of an impact statement following completion of the training.

8. Additional information:

Phone: 250-383-4898

Email: Info@civicinfo.bc.ca