

# KEITH LAMBERT MEMORIAL SCHOLARSHIP FUND

## APPLICATION FORM

Name:		
Address:		
Telephone	(H)	(W)
		(Fax)
Local/Worksite (Name & Number):		Membership Number:
Name of Program:		
Sponsor of Program:		
Date and Duration:		

<i>I have applied to the following:</i>	Yes	No	Amount
Board Development Fund			
Local / Worksite (either applied for funding or been granted funding through a motion or policy)			
Regional MNU (either applied for funding or been granted funding through a motion or policy)			
Employer (Including but not limited to RHA Continuing Education funding or Article 24 Educational Development)			
Other (i.e. CLC,)			

### *Proof of Enrollment, Attendance and Receipts*

### *MUST Accompany Application*

***FUNDING REQUESTED TO A MAXIMUM OF \$500.00  
per CALENDAR YEAR AS STATED IN THE GUIDELINES***

Expenditure	Details	Amount	Office Use Only
Registration (Tuition)			
Books (Materials)			
Accommodation			
Travel			
Meals			
Other			
<b>Total</b>			

I have read and understand the guidelines and confirm that the information provided is complete and accurate. \_\_\_\_\_ (Name) \_\_\_\_\_ (Date)

**For Office Use Only**

Date Received: \_\_\_\_\_ Screening Date: \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount: \_\_\_\_\_

**MANITOBA NURSES' UNION  
KEITH LAMBERT MEMORIAL SCHOLARSHIP FUND**

**\*\*\*\*\* Guidelines \*\*\*\*\***

- The fund was established in January of 1993 with an annual contribution of \$2500 from the Manitoba Nurses' Union Education Committee budget.
- The fund accepts donations from individuals and member organizations. The Education Committee conducts various fundraising activities.
- The Education Committee is responsible for establishing guidelines and for administering the fund.
- Any monies not utilized from the fund are carried into the next calendar year.
- The budget of the Keith Lambert Memorial Scholarship Fund will be published in the MNU Annual Report.
- Applications will be processed in the order they are received and pre-screened by the Labour Relations Officer assigned to the Education Committee. The final decision rests with the Education Committee.
- To be considered for a Scholarship, the applicant must be a *member in good standing* of the Manitoba Nurses' Union.
- Scholarship funds will be awarded only for **labour oriented programs** and these programs must be **sponsored by organizations outside the Manitoba Nurses' Union.**
- For programs less than one week (35hrs), the applicant would be eligible for 75% of their request- up to a maximum of five hundred dollars (\$500) per calendar year.
- Special consideration may be given to applicants enrolling in programs longer than one calendar week.
- All applicants will receive written confirmation regarding the disposition of their application.
- All applicants must submit a written plan on how the applicant will share the knowledge/skills gained to their local/worksite, regional or the provincial union membership.
- The Education Committee shall maintain a roster of recipients and awards.

## CRITERIA FOR APPLICATIONS

1. Applications **must be submitted** to the Education Committee (c/o Labour Relations Education Team) **within 60 days** following completion of the course.
2. **Proof of attendance** must be enclosed with the application along with **all applicable receipts**.
3. Applicants are **required to disclose all alternate sources of funding, including local and regional MNU sources**.
4. Applicants must forward a course description/outline.
5. Course must be **labour oriented**.
6. Applicant must identify how this program/course knowledge will be shared within their local, region or provincial union.
7. Course/program must be sponsored by organizations **outside the Manitoba Nurses' Union**.