



ACE Professional Development Summit 2019 Bursary Application

Purpose:

The purpose of the Alberta Chamber Executives (ACE) bursaries is for Chambers Plan to provide financial assistance for an ACE member, who otherwise may not be able to, attend the ACE Professional Development Summit.

Description:

The bursaries may be awarded each year, up to a maximum amount of **\$500** to cover conference registration fees (which includes hotel nights based on shared accommodations) and travel expenses. Receipts must be provided **within 30 days** of the conference (Chambers Plan will not pay mileage but will accept gas receipts as part of travel expenses).

Criteria:

1. Applications must be **received by 4 p.m. Wednesday, June 5, 2019**. The successful recipients will be notified by Friday, June 7, 2019.
2. Applicants must be a current staff person with a chamber of commerce.
3. Applicants must be a member in good-standing with ACE.
4. Applications must be completed in full, dated and signed by the applicant.
5. A letter of support from a current board member must accompany the application.
6. Bursaries will be awarded at the discretion of Chambers Plan. Chambers Plan reserves the right to not award any bursaries from the submissions received.
7. In the event of a cancellation, bursary recipients are required to provide ACE with **48 hours notice**, after this time, there will be **no refunds**. There will be no substitutions.
8. Successful candidates are required to pay all expenses up front and then submit the receipts for reimbursement.

Good luck – Chambers Plan wishes you and your Chamber much success!

Pamela Brace
Regional Manager, Chamber Marketing

Enclosure

Mark Your Calendar

July 10-12, 2019
St. Paul, AB

ACE Professional Development Summit

2019 Bursary Application

July 10-12, 2019

St. Paul, AB



NAME:	PROVINCE:	POSTAL CODE:
TITLE:	PHONE:	
CHAMBER:	EMAIL:	
ADDRESS:	WEBSITE:	

Explain the financial need for the bursary (OPTIONAL – provide a copy of last year’s financial statement).

Name of senior staff person: _____

Name of current President/Chair: _____

Number of members: _____

Total Income: _____

Total Expenditures: _____

Have you attended the ACE Summit in the past? Yes ____ No ____

How do you plan to market Chambers Plan in the next 12 months?

INTERNAL USE ONLY – Checklist for criteria

- | | |
|--|---|
| <input type="checkbox"/> Staff member | <input type="checkbox"/> Member in good standing with ACE |
| <input type="checkbox"/> Completed in full | <input type="checkbox"/> Letter of support |
| <input type="checkbox"/> Signed and dated | |

I understand if I am unable to attend and do not give 48 hours notice, I will my forfeit my registration fee.

Signature: _____ Date: _____

DEADLINE for Applications: 4 p.m. Wednesday, June 5, 2019

c/o Pamela Brace, Regional Manager, Chamber Marketing
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