



Master of Political Management Student Experience Fund

Application Form

This fund was established by Bill Fox, MPM practitioner-in-residence, from 2015-16, with donations from Canadian National Railway, Torrance J. Wylie, and Bill Fox.

Terms and Eligibility

Each student is eligible to apply for funds to take part in conventions, conferences, campaigns, or other activities relevant to the practice of political management. The fund can be used to pay for transportation, accommodation, per diems (for meals and incidental expenses), registration fees, or other reasonable costs associated with these events. For legal reasons, we cannot reimburse students for fees paid to political parties or registered charities.

Each year, the program supervisor will determine the maximum amount available per student. In the 2017-18 academic year, the maximum bursary is \$500. You may use the fund for multiple events, so long as you do not exceed the per student limit. Within 30 days of the event, you must submit your application for approval. **Please note:** That there is no guarantee of that applications will be approved, unreasonable requests will be denied.

Application Deadline: Minimum of 30 days prior to the proposed event.

Instructions:

1. Please complete all sections of the application form.
2. Please submit a **1-2 page** statement describing the activity and your role in it. Explain how your participation in this activity is relevant to and will enhance your learning experience as student in the Master of Political Management program.
3. Please include expected travel costs and financial requirements.

Please submit applications through one of the two following methods:

Email: MPM@carleton.ca

Mail: 2434R Richcraft Hall,
Political Management, Carleton University
1125 Colonel By Drive
Ottawa ON K1S 5B6

SECTION 1: Personal Information

Carleton ID Number : _____ Telephone: _____ Email : _____

Last Name _____ Given Names _____

Current Address _____ City _____ Postal Code _____

Permanent Home Address (if different from above)

Please check one of the following:

- ☐ **Citizenship/Residency Status**
- ☐ **Canadian Citizen**
- ☐ **Permanent Resident**
- ☐ **Protected Person**
- ☐ **Student Visa**

SECTION 2: Describe the activity and your role in it

Please attach to this application a **1-2 page outline** of the conference, convention, or campaign that you wish to take part in. Describe how your participation in this activity is relevant to political management studies and what you expect to learn from your experience. Explain how your participation will enhance your experience in the program.

SECTION 3: Need and travel costs

Please attach an itemized list and description of your expected costs for travel, accommodation, and meals to this application. Keep in mind that the fund is designed to compensate students for low-priced expenses. Unreasonable requests will be denied. **Please note:** If sharing accommodations, travel, etc. reimbursements are only provided to the person submitting the receipts or under the name provided on the receipt. In addition, students are required to fill in and submit, the [Claimant Declaration Form](#).

Applicant's Declaration

I authorize Carleton University to release a copy of this application and accompanying documents to the appropriate awards selection committee(s) and to the award donor, in order to adjudicate my application for this bursary. If requested, I agree to provide the Awards and Financial Aid office or the office of the Dean of the Faculty of Graduate and Postdoctoral Affairs with any documentation necessary to verify the information on this form. I declare that the above information is true and accurate. If any information is inaccurate, I understand that this fund may be reassessed and/or withdrawn.

Signature

Date

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).

The Awards and Financial Aid office and the Faculty of Graduate and Postdoctoral Affairs allows for disclosure or exchange of information to external and internal bodies as required determining eligibility/suitability for awards and the release of identifying information that may include name/program / year, to award donors and university units advising them of award recipients. If you have any questions or concerns regarding the release of this information, please contact mpm@carleton.ca.