



Post-Secondary Bursary Policy Administration Policy #37

The Municipality of Russell Binscarth invests in the future of the community by supporting local students in their post-secondary educational pursuits to acquire skills and training that can contribute to the Municipality's long-term growth and capacity.

Priority consideration will be given to applicants who demonstrate a commitment to return to and contribute to the Municipality following the completion of their studies.

The Municipality of Russell Binscarth supports the Province of Manitoba's goals to: increase access to post-secondary education, develop a skilled provincial workforce, retain Manitoba-talent, support rural sustainability and advance equitable access to education.

Preference will be given to applicants intending to study at a post-secondary institution within the province.

Program Overview

The Municipality will award **up to five (5) bursaries annually**, each valued at **\$1,000**, to eligible youth who have resided within the Municipality of Russell Binscarth for a minimum of **two (2) years prior to application** and who are pursuing an eligible post-secondary education.

Eligible Fields of Study

Applicants must be enrolled in a recognized post-secondary program in one of the following categories:

Agriculture

Includes Agricultural Sciences, Agricultural Business diplomas or degrees, and any program directly related to a career in the agricultural sector.

Health

Includes medicine, nursing, emergency medical services, public health, mental health, therapy services, x-ray/lab technology, pharmacy, and health care aide programs.

Trades & Engineering

Includes:

- All trades recognized by **Manitoba Apprenticeship**
- All engineering programs (degree, diploma, or certificate) with a minimum study period of **6 months**

Business

Includes all business-related certificate, diploma, and degree programs with a minimum study period of **6 months**.

Law

Includes all law-related degree, diploma, or certificate programs with a minimum study period of **6 months**.

Bursary Amount

- One **\$1,000 bursary** will be awarded annually **per eligible field of study**, to a maximum of five bursaries.
 - If one or more of the five eligible fields of study *does not have a qualified applicant*, **the committee may reallocate the intended bursary funds to another eligible field**.
 - The bursary is **limited to \$1,000 per applicant per lifetime**.
-

Applicant Eligibility Criteria

To qualify, applicants must meet **all** of the requirements:

Age & Education

- Must be a youth (up to age 29) resident of the Municipality of Russell Binscarth.

- Must possess a high school diploma **or** be at least 18 years old and entering post-secondary studies for the first time following graduation or equivalent (e.g., GED).
- Must meet the admission requirements of the post-secondary institution they plan to attend.

Residency

- Must have resided in the Municipality of Russell Binscarth for at least **two (2) years prior to applying**.
 - Must be **legally entitled to study in Canada**.
-

Funding Priority Levels

When selecting recipients, the Municipality will apply the following priority order:

1. **Highest Priority:**

Students graduating high school (or obtaining GED) and entering post-secondary studies immediately for the first time.

2. **Second Priority:**

Students who graduated and took **one gap year** before attending post-secondary studies for the first time.

Application Process

Applicants must submit the following:

- Completed application form including documentation demonstrating intention to return to the community.

Acceptable documents:

- career plan
- any work placements, practicums or apprenticeships arranged or intended within the Municipality
- explanation of community ties
- any future entrepreneurship or small business plan
- explanation of how skills gained can contribute to the Municipality's future

- Proof of enrollment or acceptance into an eligible program
-

Key Dates

Beginning of April: Application Intake Period Begins for Approx 6 weeks

Mid-May: Deadline for Applications

Last week of May/first week of June: Obtain missing docs or info, hold Committee Review & Interviews (if required).

First/Second week of June: Notify Recipients and School

Mid-June: Make certificates and get CAO & mayor to sign, bring to school prior to academic awards ceremony (approx. June 19)

Submissions

Completed applications must be submitted...

In-person:

Russell Civic Centre

178 Main St N, Russell, MB

Mon-Fri: 8:00 am – 5:00 pm

By mail:

Municipality of Russell Binscarth

Box 10

Russell, MB R0J 1W0

By E-mail:

rstewart@mrbgov.com

Deadline:

Friday, Mid-May by **4:00 PM**

Selection Process

The bursary program uses a **competitive selection process**.

- The Selection Committee consists of:
 - Chief Administrative Officer
 - Assistant Chief Administrative Officer
 - Mayor
 - One (1) member of the Policy and Personnel Committee
- The process includes:
 - Review of all submitted applications
 - In-person interviews, **if required**, at the discretion of the committee
- The Selection Committee reserves the right to:
 - Select the recipients based on application and interview information
 - Withhold an award if no suitable candidate is found

Approved By: Res # 2026/079

Effective Date: Mar 25/26

Review Cycle: Annual

Administered By: Chief Administrative Officer