

# OMAA Bursary Application Form

## Applicant Information

Name:

Home Address:

Email Address:

Phone:

## Academic Background

Name of University or College:

Description of Current Program and how it would support a career in municipal government:

Description of any former or potential education and how it would be a good background for a career in municipal government:

Please describe how you would make use of Bursary Funds if you are the selected candidate:

## General Background

Please tell us more about yourself, such as leisure pursuits, your volunteer work and or your community involvement:

Why are you interested in municipal government?

## References

Reference Name:

Relationship:

Email Address:

Phone:

## Final Steps

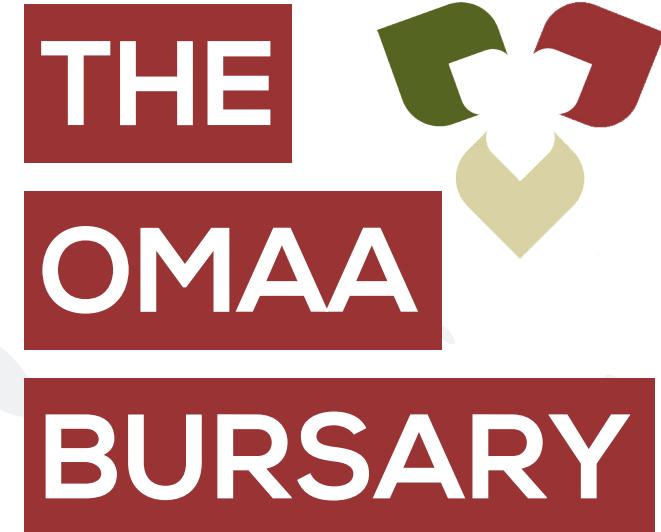
Please ensure you have completed the entire form and attached:

- Proof of successful completion of a full course load in a first year of an Ontario college or university, or similar post secondary institution and proof of acceptance into second year
- A copy of your resume
- A copy of your video

Please make sure you sign and have an Ontario municipal CAO review and sign your application in the space provided below

A copy of your complete Application package (form and attachments) are to be assembled electronically and emailed to the OMAA Executive Director Maureen McCauley at [maureen@mccauleynichols.com](mailto:maureen@mccauleynichols.com) **by no later than June 30th** Late submissions will not be reviewed

Name of Student	Signature of Student	Date:
Name of CAO	Municipality	Signature of Ontario CAO
		Date:



# INTRODUCTION

The Ontario Municipal Administrators' Association (OMAA) has been in existence for over 55 years as an organization devoted exclusively to supporting the role of the Ontario municipal Chief Administrative Officer.

The Chief Administrative Officer, also known as CAO or "City/Town Manager", provides leadership and professional management within local governments and exercises general control of administrative matters as set out within the Ontario Municipal Act.

It is the desire of the OMAA Board of Directors to promote such professional management for the purposes of good governance at the municipal government level. In so doing there is a recognition of the value of attracting young professionals into the sector to bring energy and fresh views.

The inflow of young talent is vital to maintain the required skills that will culminate in experienced leadership in municipal government.

In the interests of cultivating future generations of CAOs, in 2016 OMAA established "The OMAA Bursary" - a 10 year program offering \$5,000 annually to a successful student for the purposes of contributing to education which could lead towards a potential management career in local government.

The intention of the OMAA Bursary is to:

- Raise awareness regarding the significance of municipal careers
- Promote the profession of Chief Administrative Officer
- Provide an opportunity for OMAA to assist students, who may be interested in a local government career, through financial contribution to relevant educational programs.

## BURSARY ELIGIBILITY CRITERIA

The opportunity for this Bursary is available to any student in a post secondary program meeting the following criteria:

- Is a student residing in Ontario
- Is a student entering their second year of an Ontario university or an Ontario community college or similar recognized post-secondary institution, in a program that has the potential for leading to a municipal government career.
- Has submitted the completed Application Form, accompanied by the noted requirements (as outlined in the Application Process Section) by no later than June 30th of each year.



## SELECTION PROCESS

Each year, the OMAA Board of Directors will assemble a "Bursary Selection Committee" comprised of two Board Members, and the OMAA Executive Director.

The Committee will assess all submissions under the terms of a Board approved evaluation criteria.

The Successful candidate will be advised of their award by approximately mid August of each year.

Bursary funds will be made available to the successful applicant between September 15th to November 1st of that same year.

Although not mandatory successful candidates will be invited to attend the OMAA Fall Workshop to be presented in person with their Bursary award.

## APPLICATION PROCESS

- Applicants must complete the "OMAA Bursary" Form on the reverse side  
Note: An electronic copy of the form is also available at [omaa.on.ca](http://omaa.on.ca)
- Information submitted on the form is intended to explain:
  - a) your interest in municipal government
  - b) the value of your current program in meeting your future goals.
- Applicants must include a detailed resume

Applicants must also undertake the following assignment as part of your application

**Develop a 2-3 minute video which would outline the significance of municipal government service delivery and the value of professional management thereof.**

**For inspiration regarding the creation of a video, applicants are encouraged to access:**

- **videos posted on Ontario municipal websites highlighting service delivery and quality of life enhancement**
- **videos prepared under ICMA's "Life Well Run" program found on YouTube**
- **terms for video preparation under ICMA's "Student Video Contest" found on ICMA.org**

- **The Application is to be reviewed and signed by any Ontario municipality CAO**

**Note:** Please make sure to review all requirements to ensure your submission is complete

**For questions regarding the OMAA Bursary, Please contact the OMAA Executive Director at:**  
**Maureen McCauley**  
**[Maureen@mccauleynichols.com](mailto:Maureen@mccauleynichols.com)**  
**1 855 833 OMAA (6622)**