



MUNICIPALITÉ
STE. ANNE
MUNICIPALITY

Policy #26-ADMIN

Adoption Date: **November 26, 2025** **Resolution #2025-449**

Subject: **Municipal Bursary Policy**

Introduction:

The RM of Ste. Anne provides bursaries to high-school students, being residents of the Municipality, who are graduating and continuing post-secondary studies. The aim is to promote educational advancement and reduce financial barriers for local youth.

Eligibility Criteria

To qualify for the bursary, the student must meet the following conditions:

- Be a resident of the RM of Ste. Anne for at least 6 consecutive months prior to application.
- Be a graduating high-school student in the current academic year.
- Have been accepted into a recognized post-secondary institution (college, university, or accredited vocational/trade school).
- Demonstrate a commitment to academic success and community involvement.
- Submit a completed application by the stated deadline.

Award Details

- One (1) bursary shall be awarded annually per student.
- The bursary amount shall be determined annually.
- The number of bursaries given per year shall be subject to availability of municipal funding.
- The bursary shall be paid directly to the post-secondary institution upon confirmation of enrollment or to the student upon receipt of confirmation of tuition paid being provided.

Application Process

Applicants must:

- Complete the official Bursary Application Form.



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- Submit proof of residency (e.g. MB Drivers License).
- Provide a copy of the acceptance letter from a post-secondary institution.
- Submit an up-to-date academic transcript.
- Include a personal statement (500–750 words) outlining academic goals, career aspirations, community involvement, and what this funding means to the candidate.
- Provide at least one letter of reference (from a teacher, community leader, or employer).

NOTE: Applicants can be the student themselves (recommended), or a teacher or support worker advocating on behalf of the deserving student.

Selection Committee

A **Bursary Selection Committee** shall be established by Resolution of Council comprising of at least:

- One (1) member of municipal council
- One (1) municipal staff members
- One (1) community representatives (e.g., educators, business leaders)

Responsibilities of the Committee:

- Review all applications in accordance with the policy.
- Score applicants based on a transparent rubric (academic merit, community involvement, and quality of personal statement).
- Select the recipients by majority decision.
- Notify all applicants of the outcome.

Conflict of Interest

Committee members must disclose any personal or financial relationships with applicants and must recuse themselves from the review of those applications.

Privacy and Confidentiality

All application materials shall be treated as confidential. The municipality shall ensure that personal information is handled in accordance with relevant privacy legislation.



Bursary Application Form

Section 1: Applicant Information

Full Name: _____

Civic Address of Principle Residence: _____

Mailing Address: _____

City/Town: _____ **Postal Code:** _____

Phone Number: _____ **Email Address:** _____

Are you a resident of the RM of Ste. Anne? ☐ Yes ☐ No

When did you first move to the RM of Ste. Anne? _____ (Date)

Section 2: Education Information

Name of High School: _____

Expected Graduation Date: _____

Name of Post-Secondary Institution: _____

Program of Study: _____

Start Date (MM/YYYY): _____

☐ **I have attached a copy of my acceptance letter.**

Section 3: Supporting Documents Checklist

Please ensure the following documents are included with your application (all are required):

- ☐ Proof of residency (e.g., copy of MB Driver's License or other official document)
- ☐ Copy of post-secondary acceptance letter
- ☐ Up-to-date high school transcript
- ☐ Personal statement (500–750 words)
- ☐ One (1) letter of reference (from teacher, community leader, or employer)



Section 4: Personal Statement

Attach a 500–750 word typed statement that outlines:

- Your academic achievements, goals and career aspirations
- How this bursary will assist you financially
- Your involvement in the community
- Any additional information you'd like the Selection Committee to consider

Section 5: Reference Information

Name of Referee: _____

Relationship to Applicant: _____

Phone Number: _____ **Email Address:** _____

☐ Letter of reference is attached

Section 6: Declaration and Consent

I hereby declare that the information provided in this application is true and complete to the best of my knowledge. I understand that any false or misleading information may disqualify me from receiving the bursary. I consent to the use of my personal information for the purpose of application review and award administration in accordance with applicable privacy laws.

Signature of Applicant: _____

Date: _____



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Submit Completed Application To:

RM of Ste. Anne – Bursary Program

finance@rmofsteanne.com

395 Traverse Rd

Box 6 Grp 50 RR1

Ste. Anne MB R5H 1C1

Questions

Questions can be addressed to the Municipal Office generally by phoning 204-422-5929, or by emailing finance@rmofsteanne.com

Deadline:

Deadline for submissions is **March 1** annually.



Bursary Application Review Rubric

Category	Weight	Score Range	Evaluation Criteria
1. Academic Achievement	25%	1–5	<ul style="list-style-type: none"> - High school GPA and transcript evidence - Academic awards or distinctions - Rigor of courses taken - Degree of marked improvement or effort (as shown in consecutive transcripts or letter from teacher)
2. Personal Statement	25%	1–5	<ul style="list-style-type: none"> - Clear articulation of goals and motivation - Thoughtfulness and sincerity - Quality of writing and focus
3. Community Involvement	25%	1–5	<ul style="list-style-type: none"> - Involvement in local volunteerism, leadership, school clubs, sports, or caregiving - Duration and impact
4. Letter of Reference	25%	1–5	<ul style="list-style-type: none"> - Provides insight into character and achievements - Strong recommendation with specific examples

Score	Description
5	Exceptional – far exceeds expectations in this category
4	Strong – exceeds expectations, with only minor weaknesses
3	Satisfactory – meets expectations but lacks distinction
2	Limited – below average; important elements are missing or weak
1	Poor – significantly below expectations; lacks clarity, evidence, or quality