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# Saskatchewan Nurses Foundation 2020 Bursary Application Guide for Professional Development Conferences and Workshops

Application Deadline:

September 30, 2020

***SNF supports educational opportunities  
for continuing nursing excellence in  
Saskatchewan***

# www.SaskatchewanNursesFoundation.org

## **SNF Application Bursary Application Guide**

This application guide contains all the information you need to complete the bursary application form for Professional Development Conferences and Workshops. We recommend that you read this guide completely before starting to fill in the application form.

**Application Deadline:** September 30, 2020 (must be post marked by the appropriate date)

For more information contact the Saskatchewan Nurses Foundation

Website: [www.SaskatchewanNursesFoundation.org](http://www.SaskatchewanNursesFoundation.org)

By mail: Saskatchewan Nurses Foundation  
Box 27082 420 Albert St  
Regina, SK S4R 2N8

By email: [snf@accesscomm.ca](mailto:snf@accesscomm.ca)

By phone: (306) 949-2936 (please leave a phone number where you can be reached in the evening as calls are often returned outside of regular business hours)

## **Introduction**

### **Purpose**

The Saskatchewan Nurses Foundation Bursary Program has been developed to:

1. foster excellence in nursing
2. further the contribution of the nursing profession to society

### **The Program**

A professional development conference or workshop is considered to be an event that will provide education that will increase a nurse's professional ability to enhance the quality of care and services provided by Saskatchewan RNs. A

conference or workshop is considered to be no more than 5 days in length. Bursary applications for a professional development conference or workshop are considered annually.

## **Administration**

The Saskatchewan Nurses Foundation Bursary Program is administered by an appointed Awards Committee. This committee reviews the applications for individual awards based on criteria for the selection of recipients and funds available, and identifies and recommends award recipients to the SNF Board for approval. The decisions of the SNF Board are final and not subject to appeal.

## **Maximum Bursary at a Program Level**

1. The maximum amount to be awarded to an individual in a calendar year is seven hundred and fifty dollars (\$750).
2. The amount of the award paid cannot exceed the cost of the registration fee. Awards may be made for full or partial funding.
3. Applicants are eligible to receive funding at this level for one event per person per application deadline.

## **Application Requirements**

1. Applications will be accepted for conferences or events that have occurred up to 12 months before the date of application. Registration fees must be more than one hundred dollars (\$100).
2. Completed applications for bursaries for Professional Development Conferences and Workshops must be received or postmarked by September 30, 2020.
3. Applications must be completed fully, including a copy of the conference registration form and/or a summary page of the conference objectives and original receipt of payment.
4. A new and complete application must be submitted for each bursary request.

5. **Late or incomplete applications will not be considered.** It is the responsibility of the applicant to ensure that all required information has been submitted by September 30, 2020.

### **Repayment of Bursary**

1. A recipient who has received a SNF bursary is required to work in Saskatchewan in a Professional nursing capacity for a period of one year for every \$2000.00 of bursary received or portion thereof.
2. Nurses granted a bursary must:
  - i) notify the Executive Director of the Foundation of any change of name or address.
  - ii) promote SNF's purpose as requested by the Board.
  - iii) provide the Executive Director of the Foundation with an employment record covering the period of the required work commitment following completion of studies. The employment record shall include the complete name and address of the employers.
  - iv) be willing to have one's name released to the press and for other public relations purposes.

### **Eligibility Criteria – General Information**

A nurse is eligible to apply for a Professional Development Conferences and Workshops bursary if they:

1. are currently registered as a practicing member of the Saskatchewan Registered Nurses' Association; and
2. have not received funding from another source.

### **Completing the Bursary Application Form**

Every time you apply for a Professional Development Conferences and Workshops bursary, you must complete the Saskatchewan Nurses Foundation Bursary Application for Professional Development Conferences and Workshops

form in **FULL**. We need an application form for each conference/workshop to ensure the accuracy of our records.

To avoid processing delays, please consider accuracy and legibility, and ensure that the application form and all additional documentation are complete before mailing.

The completed application form, together with a copy of the conference registration form and/or a summary page of the conference objectives and original receipt of payment must be mailed to the Foundation.

**Completing the Bursary Application Form** –You may complete this form on your computer and print the completed form or you may print it off as a hard copy and fill it in. Do **NOT** include a CV as part of your application form.

Page 1      **General Information**

- Ensure your name and address are legible.
- Include a home and business phone number and an email address. We may need to contact you if there is a problem with your application. These calls are often made outside of regular business hours.
- Check the appropriate box to indicate if you are currently registered as a practicing member with the SRNA.
- Include your SRNA registration number.

Page 1      **Professional Nursing Experience**

- Include all professional experience that you have had. Begin with your most recent employment and work backward. Please include a separate page if you do not have enough room. Do **NOT** include a CV as evidence of this information.

Page 2      **Conference or Workshop Information**

- Indicate the conference or workshop for which the bursary is requested. Include the name and complete address of the institution sponsoring the conference or workshop.
- Indicate the duration of the program.
- Indicate the dates on which the program is/was held.

- On a separate page, please include a written statement that describes how the conference or workshop applies your nursing practice and the benefits that will be derived as a result of completion of the conference or workshop.
- Indicate if you did not receive funding for the conference or workshop from another source.

**Release**

- Sign the release of information form.
- Include a picture that can be used for publication on the SNF website and in promotional activities. A picture can be emailed **in jpg format only** to [snf@accesscomm.ca](mailto:snf@accesscomm.ca).

**DID YOU REMEMBER TO:**

- Complete all sections of the application form
- Sign and date your application form
- Include a copy of the conference registration form and/or a summary page of the conference objectives
- Include the original receipt of payment.
- Sign the release of information form and either include a photo of yourself or email a photo in **jpg format only** to the Foundation.

**NOTE:** Applications will not be considered unless they are complete with the **original** signature of the applicant.

You have now completed the Saskatchewan Nurses Foundation Bursary Application Form for Professional Development Conferences and Workshops