



## CRANBROOK ARTS COMMUNITY ARTS PROGRAM BURSARY

1. Purpose: The bursary is intended to provide financial assistance to individuals who are unable to afford program fees, enabling them to participate in the program. The funding for this program is provided by the StellarImpact Grant from Stellarvista Credit Union, The Rick and Marg Jensen Family Foundation and Cranbrook Arts.
2. Eligibility Criteria:
  - Applicants must demonstrate financial need.
  - Applicants must be planning to enroll in the program for which the bursary is being requested.
  - One bursary per person per calendar year.
3. Application Process:
  - Applications must be submitted by a specified deadline, which will be announced each programming session.
  - Applicants must complete an application form, providing details of their financial situation and explaining why they require financial assistance.
  - Applicants are able to ask for up to 100% of the program fee to be covered. Cranbrook Arts asks that applicants pay what they can, if they can.
4. Confidentiality:
  - All information provided by applicants will be kept confidential and used only for the purpose of assessing their application.
5. Selection Process:
  - A selection committee will review all applications and select recipients based on their financial need and the strength of their application.
  - The decision of the selection committee will be final and cannot be appealed.
6. Award Amount:
  - The amount of the bursary will vary depending on the program fees and the financial need and ability to contribute of the applicant.
  - The bursary will be applied directly to the applicant's registration fee.
  - The bursary cannot be applied to wheel pottery classes.
  - The bursary is dependant on the program running, if the program is cancelled, or the program fills before the application process is complete, the applicant will be asked to choose another program or wait for the next time the program is offered.
7. Program Feedback Requirements:
  - Recipients will be asked to submit a small report after completing the program, detailing their experience and the impact of the bursary on their participation.
  - Recipients may be asked to provide feedback on their experience with the bursary program to help improve it for future applicants.
  - Feedback may be shared with funders and in our promotions, *but this sharing can be done anonymously if requested.*
8. Commitment:
  - Recipients must regularly attend the program for which the bursary is awarded.
  - Cranbrook Arts must be notified ASAP if circumstances of the recipient change and they are no longer able to attend the program.
  - Failure to do so may result in future applications for the bursary being denied.

