

IPAC Ottawa Region

Eligibility Criteria for Financial Assistance Form

This form is to be used by members of IPAC OR to request financial assistance to attend educational IPAC activities or conference.

1. Deadline for receipt of applications is March 31st for conferences.
2. Deadline for receipt of applications is December 1st for CIC/Recertification.
3. If there is an early bird payment available only this amount will be reimbursed. Successful applicants will pay for the conference and then submit proof of payment for reimbursement.
4. If you receive funding in the past year you may be eligible in the current year depending on the number of applicants.
5. Successful applicants must plan to present a short summary of the highlights of the event to the IPAC OR membership at the next IPAC OR meeting following the conference.
6. Expectation is that applicant will attend all the days that was submitted for reimbursement.
7. Applicants must be members in good standing with IPAC OR for the year of the funded event.

Note: Final decision for funding requests will be made by the IPAC Ottawa Region executive.

Name of Applicant:		
Email:	Date of Application:	
Financial assistance requested for: <input type="checkbox"/> Conference <input type="checkbox"/> CIC <input type="checkbox"/> Education/ Course		Score
Attendance		
5	Attended 5 IPAC Ottawa Region meetings in the last year.	
4	Attended 4 IPAC Ottawa Region meetings in the last year	
3	Attended 3 IPAC Ottawa Region meetings in the last year.	
2	Attended 2 IPAC OR meetings in the last year.	
1	Attended 1 IPAC OR meeting in the last year.	
0	Did not attend IPAC Ottawa Region meetings in the last year	
Participation		
5	Member of the current year's Executive.	
4	Lead of IPAC OR special project (i.e., CIC study group, survey, etc.)	
2	Participated in IPAC OR education event as part of the working group	
1	Present on committee/interest group representative for IPAC OR	
Financial need		
3	Receiving no financial assistance.	
1	Receiving partial financial assistance.	
0	Received funding from IPAC OR in the previous year.	
Total Score:		

Date Reviewed: _____

Approved by: _____