

## **CAFA SOP Number 3**

### **THE AIRBORNE FORCES SCHOLARSHIP FUND**

#### **OFFICE OF PRIMARY INVOLVEMENT (OPI)**

CAFA: As administrator; and acting on behalf of all participating associations and sponsors, and under the authority of CAFA NFP Corporation By-laws. A member of the CAFA BOD shall be designated the Scholarship Chairman.

#### **GENERAL**

1. Alternately referred to as the “Bursary Programme”, the fund reflects one of the objectives of the CAFA as stated in the by-laws, that is to say - to react to needs of its members through the provision of grants for the purposes of education. The Board of Directors shall implement a scholarship fund to provide financial assistance to members and their dependants, and others, as may be authorized, who are pursuing full-time, post-secondary education.

2. For the purpose of this instruction, post-secondary education will be defined as full-time programmes at universities, community colleges, or similar accredited institutions such as trade schools. Applications will be accepted from first year entrants, as well as those in the second and following years of programs. Priority for selection will be accorded to first year entrants, but it is recognized that circumstance could cause compelling reasons for those other than first year entrants to be considered for the award. Should no applications be received, or those received be judged as not worthy, then the funds allocated for that award year will be held in reserve for distribution in subsequent years. Additionally, CAFA retains the right to allocate funds held in reserve to other charities as needs may warrant.

3. The value of the scholarship will be determined by the CAFA Board of Directors. The value of the award will be adjusted periodically; such adjustment to be determined by need and the availability of funding.

4. With the concurrence of the National President, the BOD member acting as the Scholarship Chairman will form and convene a selection committee. This committee meets at an appropriate time and place for the purpose of reviewing all submissions and determining that year’s recipient. The committee should meet (either in person or virtually) in the latter half of July and no later than the 30th. Ideally the committee will be comprised of five voting members, but no less than three. The Chairman under other than extraordinary circumstances, will not be a voting member.

#### **VALUE**

5. \$3,000.00, funded by CAFA, said value approved by the Board of Directors. From time to time, additional funds may be made available through grants and donations, those funds directed by donors specific to the scholarship fund.

#### **ELIGIBILITY**

6. To be eligible, candidates must have been accepted at a post-secondary institution and will have demonstrated academic aptitude. Candidates may apply annually but are limited to one award. Eligibility is as follows:

- a. Members of CAFA;
- b. Spouses, children, and grandchildren of association members, be the member living or deceased (if deceased, they had to have been a paid-up member just prior to passing away.);
- c. A member in good standing of one of the Cadet Corps affiliated with CAFA  
(Currently these are: #100 1<sup>st</sup> Canadian Parachute Bn RCAC Corps Brighton ON; #2551

Canadian Airborne Regiment RCAC Corps Edmonton AB; and # 2837 PPCLI RCAC Corps Edmonton AB); and

- d. Any Army Cadet in good standing of any Army Cadet Corps, who in the year of application are qualified Canadian Forces Parachutist. (Note: If applying in subsequent years and para qualified but no longer a Cadet, then either para 6.a. or 6.b. must apply.)

### **INELIGIBILITY CRITERIA**

7. “Individuals who are currently approved to receive or are receiving a full scholarship from the Canadian government or from other national or international entities are not eligible to apply for the CAFA Scholarship Grant.

### **APPLICATION**

8. To permit processing and selection prior to the upcoming academic year, the following documents must be received by the designated CAFA representative, by or on 30 June at the latest:

- a. Completed Scholarship Application, in the format as at Appendix 1 to CAFA SOP Number 3;
- b. Proof of Acceptance at the proposed academic institution if available but to follow if not; and
- c. Academic Transcripts of:
  - (1) the previous academic year; and
  - (2) the current academic year when available. If the current end year transcript is unavailable, an interim transcript reflecting the year up to and including the last term.

9. Once informed of their acceptance, candidates must ensure that copies of “letters of acceptance” from the proposed academic institution, and their “final transcripts of marks” have been submitted before any award will be made. Winning candidates, who fail to provide the required documents on or by 15 August without valid reason, shall forfeit their standing.

10. Applications may be made in English or French.

### **SELECTION CRITERIA**

11. When making application, applicants should consider these following criteria:

- a. Academic performance and scholastic potential;
- b. Affiliation with sponsoring associations and the greater Airborne Brotherhood;
- c. Community involvement; and
- d. The literary quality of the submission.

12. The selection committee shall use the Award Assessment Form as per Appendix 2 to CAFA SOP Number 3.

### **LIST OF ATTACHMENTS**

Appendix 1: The Airborne Forces Scholarship Fund Application

Appendix 2: The Airborne Forces Scholarship Fund, Award Assessment Form.

### **AMENDMENTS**

1. As of 15 May 2016, by agreement of CAFA and ARAC, the award is increased to \$2,000 Cdn.
2. As of December 2021, Eligibility Criteria clarified and Assessment Criteria modified (Academics reduced by 5 points and Gut Feel increased by 5 points).
3. As of October 2022, Affiliation Scoring modified (reduced by 5 points) and a specific Leadership section added (for 5 points).
4. As of October 2023, following its closing down as an association, all mention of ARAC removed throughout the SOP including the appendices less the wording in Amendment 1 above.
5. As of May 2024, the award was increased to \$3,000 Cdn.

6. As of November 2024, eligibility is no longer scored, it is just the gateway to apply. As such this amendment clarifies the eligibility and amends the assessment scores in Appendix 2 accordingly. It also clarifies paragraph 6d.
7. Ineligibility Criteria. This amendment clarifies the criteria for ineligibility to the CAFA Scholarship Grant, and it is in effect as of 02 February 2026.