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# The Hardcastle Bursary

***“Supporting financial administration and management training for staff and volunteers working in BC museums and cultural institutions.”***

Administered by:



Co-sponsored by Island Savings Credit Union



ISLAND SAVINGS

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## ***About Barrie Hardcastle***

The late Barrie Hardcastle, a former director of the Nanaimo Centennial Museum, was an active supporter of the BC Museums Association and an energetic BCMA Councillor.

Mr. Hardcastle was very concerned that financial and managerial aspects of museum and art gallery operations tended to be overlooked or taken for granted. He felt that improvements in these areas would assist the museums and art galleries of BC by improving everyday effectiveness and preparing them for the future.

## ***About the Bursary***

The Hardcastle Bursary will make available “up to \$1,000” per year, with the award (or awards) announced at BCMA’s annual Conference. BCMA Council’s Awards Committee decides on the Bursary.

Bursary applications are invited from current Institutional Members of BCMA, on behalf of staff or volunteers. There is no restriction on the training provider, but the proposed training opportunity must have a financial administration or management focus.

**DEADLINE FOR SUBMISSIONS IS JULY 25<sup>th</sup> 2011 (See next page...)**

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## The Hardcastle Bursary Application

The Bursary is funded by the interest earned on a \$10,000 term deposit, originally established by BCMA and matched by Island Savings Credit Union of Victoria, BC. A separate fund is maintained for this bursary. Depending on interest rates, this can make up to \$1,000 per year available to enable staff and volunteers of current Institutional Members to take training in financial administration and management. Tax-deductible donations may also be made directly to this fund.

Eligible training expenses include tuition or registration fees, travel, and textbooks.

Institutional Members in good standing may make applications on behalf of one or more of their employees and/or volunteers.

Applications will not be accepted from an institution with which any member of the current Council and/or Awards Committee has a direct involvement.

Applications will be evaluated on the basis of:

- a) relative need of the institution making the application;
- b) apparent suitability and proven commitment of the individual(s) nominated by the Member institution; and,
- c) apparent value-for-money of the training selected. Tuition and expenses for a credit course at a local college might be rated higher than an application for fees, travel, and accommodation for a three-day workshop in Vancouver, for example.

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### **Please prepare a proposal providing the following:**

- A description of the institution, its purpose, organization, and development to date.
- A list of officers including home addresses and telephone numbers.
- Financial statements for the past two fiscal years.
- An outline of the training for which financial assistance is being sought, and the forecasted expenses. Given the lead-time necessary, it is recognized that the date, time and specific location of training opportunities may not be certain at the time of application. However, proposed courses or workshops should be described as clearly as possible using descriptions or outlines of equivalent courses or workshops.
- A description by the senior manager of how the proposed training will benefit the sponsoring institution and its operation.
- The name of the individual(s) for whom training is contemplated and a point-form history of their association with the institution.
- A personal account by each individual for whom application is being made of why the proposed training is important, both personally and for the sponsoring institution.

**Submit completed proposals by 5:00 pm, Monday, July 25<sup>th</sup>, 2011 to:**

**BCMA - Awards Committee**

Suite 201, 645 Fort Street  
Victoria, BC V8W 1G2  
Fax (250) 387-1251

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