

Final Rules for the Canadian Scholarship Fund  
(Adopted by the Canadian Department at the 2002 Annual Conference)

I. Eligibility

1. Eligibility is limited to lawyers who are:

- a. practicing law in Canada;
- b. a significant component of whose practice in the 12 months preceding the date of their application has been municipal law; and

2. Eligibility is not restricted to IMLA members.

II. Applications

1. Those interested in applying for the funding to attend an IMLA Conference should apply in writing to IMLA Office.

2. Applications must be both faxed and e-mailed to IMLA at fax number (202) 785-0152; e-mail of: info@imla.org, or to such new addresses as directed to by IMLA.

3. Applications must include the following information about the applicant:

- name, address, e-mail address, fax number and telephone number;
- details of the applicant's municipal law experience, including approximate percentage of the applicant's practice spent on municipal law;
- a proposal of not less than 300 words describing the applicant's topic/presentation on Canadian municipal law;
- a statement that the applicant will be under 40 years of age as of December 31st of that year; and
- a brief sample of the applicant's written work.

4. The applicant may also include other information that he or she feels will be helpful to the selecting panel.

### III. Deadline

The annual deadline for applications to be received shall be determined as follows: For the Annual conference the Monday twelve weeks before the Monday occurring in the Annual Conference applied for. Applications should be submitted no later than 5:00 PM EST on that Monday.

### IV Selection Process

1. The successful applicant will be chosen by a panel of three Canadian Department members being a Canadian director, the Regional Vice-President Canada, and the Canadian program Chair .

2. In the case of a person holding more than one of these offices or being unavailable, the panel is to be selected by the two panelists choosing to either proceed as a panel of two, or by selecting a third person.

3. The panel will select the successful applicant and notify IMLA of their selection by, as much as possible, ten weeks prior to the start of that year's Annual Conference.

### V. Applicant's Obligations

1. The successful applicant must be available to attend the IMLA Annual Conference or mid-year seminar whichever the scholarship relates to, and must prepare a paper and a presentation (on the topic indicated in his or her application) for the Conference. The presentation time and date during the Conference will be scheduled by IMLA. The paper must be between 15 and 35 pages long, and is subject to the same requirements and deadlines as other IMLA speaker papers.

## VI. Expenses Covered

1. The Canadian Scholarship Fund will cover the following costs:
  - a. the reasonable cost (coach or economy class) of airfare or other transportation;
  - b. the Conference registration fee;
  - c. hotel accommodation (at IMLA Conference rates).

The fund will NOT cover the cost of meals or any other expenses, and these remain the responsibility of the successful applicant.

## VII. Other

IMLA can change or add to these rules as may be necessary or desirable.

For further information on the Canadian Scholarship Program, contact Paul DeMelo Paul DeMelo ([pdemelo@ksllp.ca](mailto:pdemelo@ksllp.ca)) or Jennifer Ruhe at [jruhe@imla.org](mailto:jruhe@imla.org), or by calling (202) 466-5424, ext. 7106.