

## Professional Manager Development Fund Joe Perdue BMI/CMI Bursary Application Form

The CMAC National Board has established a program to provide financial support for those CMAC members wishing to register for BMI or CMI courses as part of their professional development requirements to earn the CCM designation.

Subject to the funding parameters set out below, CMAC members may apply to the Professional Manager Development Fund Committee for a bursary to cover all or part of the cost of registration for the required BMI or CMI courses, less applicable taxes.

**All applications must be completed in detail and received by CMAC no later than midnight ET  
March 1 and September 1**

### General Conditions and Eligibility:

- All Professional and Community (unemployed) members in good standing with CMAC may qualify for a bursary.
- Applications must be sent to [events@thecmac.ca](mailto:events@thecmac.ca).
- The approved BMI or CMI course must be initiated/completed within 6 months of the award of the bursary. If the BMI or CMI is not taken within this timeframe, the individual must re-apply for approval of the funds.
- Approval for BMI or CMI bursaries will only be available for those courses currently offered.
- CMI bursaries will only be awarded for professional development requirements to earn the CCM designation.
- Only Professional members of CMAC qualify for the bursary.
- All award decisions are final.

### Criteria:

- Applications must be complete and include all required supporting documentation.
- Weight may apply to members who have not received prior CMAC funding support.
- Where and when possible, a balance between regions of CMAC shall be considered in the granting of bursaries.
- Weight may apply to applicants from clubs with smaller operating budgets and revenue generation.
- Consideration will apply to involvement and contribution as a CMAC volunteer.

### Notification and Payment:

- CMAC will notify all applicants of the PMD Fund Committee decision on the outcomes of the member's application.
- Payment of the bursary shall be made upon confirmation from CMAA or CMAC of the successful completion of the course indicated in the bursary application.
- **T4A tax forms** issued annually by CMAC for those recipients who have paid for and are receiving the bursary personally.

### The following information must be included in the application submission:

- Cover letter outlining the request and the reasons CMAC should grant you a bursary.
- Letter of support from the club where you are employed (from the General Manager, President, Executive Committee, owner, etc.).
- Summary of activities, merits, accomplishments relevant to and supportive of the application.

**Please complete the following information, along with the additional required documentation, and send to [events@thecmac.ca](mailto:events@thecmac.ca).**

Member Personal Information	
Name (first, last)	
Name of Club	
Job Title	
Address	
City, Province, Postal Code	
Telephone	
Email	
Length of time at your club (# years)	

Professional Development Financial Status	
Indicate the amount of funding that your club provides for professional development in total	
Indicate the amount of dollars allocated from this fund to you personally	
Do you anticipate travel expenses? If so, please provide estimate amount	
Have you received a bursary before? If so, specify the year(s)	
Indicate where the bursary is payable - to you personally or to your club	

CMAC Engagement	
CMAC Membership (must be professional to be considered) and number of years	
<b>(Volunteer experience, participation in events, etc.)</b>	<b>Date</b>

<b>Intended Course:</b> <i>Please indicate which BMI or CMI you intend to complete with the support of the bursary.</i>				
	<b>Course</b>	<b>Date</b>	<b>Location</b>	<b>Amount Paid (CAD)</b>
<input type="checkbox"/>	BMI Club Management			
	BMI Leadership Principles			
<input type="checkbox"/>	BMI General Manager/Chief Operating Officer			
	BMI Golf Management			
<input type="checkbox"/>	BMI Food & Beverage Management			
<input type="checkbox"/>	BMI Sports & Recreation Management			
<input type="checkbox"/>	Exam Review Course			
<input type="checkbox"/>	CMI _____			

*I acknowledge that I have truthfully provided all of the required documentation for the CMAC Joe Perdue BMI/CMI Bursary.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*Updated August 2025*