



CAAA Agriculture Aviation Scholarship Policy

Purpose

The purpose of the scholarship is to support individuals seeking formal training and education in agricultural aviation or agriculture-related fields, helping build skills and promote safety, competence, and professionalism in the industry.

Definitions

- **Applicant:** An individual applying for the scholarship.
 - **Sponsor:** A current CAAA Operator Member who supports the applicant.
 - **Committee:** The group responsible for reviewing applications and selecting recipients.
 - **Program:** The applicant must be enrolled in either an initial ag pilot training course or turbine conversion course. The program must be affiliated with CAAA and located in Canada.
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Scholarship Selection Committee

Composition

- Made up of CAAA directors with even year terms.
- Minimum of 3 members.
 1. All CAAA Directors with terms ending in even years will compose the committee.
- Optional: one or more external or independent members (e.g. from academia or industry sponsors) for objectivity.

Responsibilities

- Establish criteria for review.
- Set the dollar amount of sponsored scholarship to be included in the following years Partnership Package (\$2500 as of 2025). Scholarship funds correspond to the calendar year (Jan–Dec).

- Determine number of scholarships available for disbursement based on sponsorship through the Partnership.
- Notify Board of number of recipients and requirement for matching or co-funding requirements by the CAAA based on the provincial funds available.
- Review all applications submitted by the deadline.
- Select recipient(s) based on criteria.
- Ensure scholarship funds are used as intended.

Conflict of Interest

- Any committee member who is a sponsor, family member, or has another direct relationship with an applicant must recuse themselves from decisions involving that applicant.

Application Process

Eligibility Criteria

Applicants must provide:

1. **Applicant Information** – name, contact, address.
2. **Program Information** – name of institution (university, college, flight school, etc.), program name, description, course of study, enrollment status, length of program, start date, expected completion date.
3. **Letter of Intent** – An overview (minimum 250 words) as to why the applicant wishes to pursue a career in agricultural aviation and how the scholarship would further their education/training.
4. **Resume** – including all agricultural and aviation experiences, education, and training.
5. **Proof of Enrollment** – or acceptance in a certified flight training program (for flight training scholarships); or for ag-related coursework, an official transcript or proof of degree candidacy in agriculture, agribusiness, or an agricultural vocation field.
6. **Sponsor Information** – Sponsor must be a current CAAA Operator Member; sponsor name, company name, address, contact; relation to applicant; length of acquaintance if not family; letter of recommendation commenting on agricultural/aviation background, character, and why the applicant will become a good ag pilot; sponsor signature.

Marketing Consent

- By applying, applicants and sponsors acknowledge that the Letter of Intent and Letter of Recommendation may be published in CAAA marketing materials, including the CAAA newsletter, magazine, website, and social media.

Submission

- All submissions are made through the CAAA website.
- Applicants must complete all required fields and sign the application.
- Applicant must upload all required supporting documents (Letter of Intent, Letter of Recommendation and Proof of Enrollment).
- All applications must be *received or postmarked* by **January 31** to be eligible for funds available for that following calendar year.

Selection Timeline

- After deadline (Dec 31), the Selection Committee to review all submissions.
- The Committee is to notify the office of the recipient(s) by February 1st so there is time to prepare for presentation of the scholarship(s) at the CAAA Conference.

Award & Disbursement of Funds

Amount & Matching Funds

- The amount award to each recipient from the Scholarship Fund is to match the sponsorship amounts received.
- The amount awarded from the fund each year could vary based on the number of sponsored scholarships received, the number of applications or the funds available in the Provincial Scholarship Fund. -

Payment Terms

- Payment is made directly to the applicant.
- Prior to disbursement, the applicant must provide proof of completion of the program where the applicant was enrolled.
- If the program is not completed, and if proof of completion is not provided, the applicant forfeits the awarded funds (sponsored and matching funds)

Use of Funds

- Funds are to be used **only** for educational/training expenses directly related to the program: tuition, course fees, flight training costs, required materials.
 - Funds cannot be used for non-related personal expenses unless specifically approved.
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Reporting & Accountability

- After completion, recipients must submit proof of completion (transcripts, certificate, flight hours log, etc.).
 - Recipients may also be asked to submit a brief report describing how the scholarship helped them, their progress, and future plans.
 - The Committee or CAAA may audit or verify documents submitted.
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Re-Application

- Past recipients may apply again if eligible and must meet all application requirements. The applicant is required to go through the full application process.
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Privacy & Data Retention

- Applicant data kept confidential except as noted under **Marketing Consent**.
 - Records retained for 7 years for audit purposes.
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Dispute Resolution

- Any appeals or disputes about selection must be submitted in writing to the Selection Committee within 30 days of the applicant being notified.
- The Selection Committee will review and respond to all appeals.
- The Selection Committee reserves the right to engage with an independent reviewer if needed.