



Edmonton  
Community  
Foundation

Timeless contributions. Endless possibilities.

## Community Scholarships

**2011 Application Package**  
Application Guide (Pages 1 to 3)  
Application Form (Pages 4 to 10)

**Application Deadline: August 31 of each year**  
**Note:** Application forms from prior years may not be accepted.

Edmonton Community Foundation  
9910 – 103 Street NW  
Edmonton AB T5K 2V7

Telephone: 780-426-0015  
Toll-free: 1-866-626-0015  
Website: [www.ecfoundation.org](http://www.ecfoundation.org)  
E-mail: [scholarships@ecfoundation.org](mailto:scholarships@ecfoundation.org)

## About the Community Scholarships

Edmonton Community Foundation has a long history of providing scholarships to help students achieve their educational dreams. The Community Scholarships were launched in 2009 to help students with the costs of post-secondary education and to help address emerging community priorities identified by the Foundation.

The primary criteria are:

- ✓ Applicants must be residents of the greater Edmonton area and be permanent residents or citizens of Canada.
- ✓ Applicants must be pursuing or planning to pursue a program of study leading to a recognized licence, certificate, diploma, undergraduate or professional degree in Alberta (or elsewhere in Canada; see page 3).
- ✓ Applicants must be experiencing financial need.
- ✓ Applicants must have a demonstrated history of community leadership and volunteerism.

The initial priority for the awards is to address personnel and skills shortages in the not-for-profit sector. Therefore, from 2009 to 2011, an additional criterion is:

- ✓ Applicants must be able to demonstrate that the program being pursued will enhance their ability to be leaders in the not-for-profit sector as paid employees or as volunteers.

In 2011, awards ranging from \$2,000 to \$3,000 totalling \$21,000 are anticipated to be granted. Applications may be considered for a renewable award (an award to be paid out over multiple years when a program will extend beyond a single year of study).

## What is the application deadline and process?

**The application deadline is August 31 of each year.** Applications must be received by the deadline. If August 31 falls on a weekend, applications will be accepted until 4:30 pm on the following business day.

Applications can be submitted in person, by mail, by courier or online. This form is available as a fillable PDF at [www.ecfoundation.org](http://www.ecfoundation.org). (Online submissions of this scholarship are encouraged). Instructions are available at: [www.ecfoundation.org/docs/electronic\\_submissions.pdf](http://www.ecfoundation.org/docs/electronic_submissions.pdf). This form is available as a fillable PDF at [www.ecfoundation.org](http://www.ecfoundation.org).

If applying in person, by mail, or by courier, send hard copy documentation to:

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The Awards Panel will review applications and select award recipients by the end of October. Candidates will be advised of the status of their application in early November. Edmonton Community Foundation will notify accepting post-secondary institutions of any scholarship recipients once all award conditions have been fulfilled.

In general, awards will be paid directly to the institution of study, to be applied to the recipient's tuition.

## **What documents do I need to provide?**

With the completed application form, applicants must provide:

1. A nomination letter from someone in the non-profit sector (e.g. a current or past employer, a volunteer contact, a board member, or another person who knows the applicant's involvement with the sector) which must outline the applicant's past involvement with the sector and anticipated future involvement. Nomination letters should be signed, dated and current, and should provide contact information for the writer.
2. A personal reference letter from someone (not a family member) who has known the applicant for at least six months and who can address how the applicant meets the criteria listed on page 2. Reference letters should be signed, dated and current, and should provide contact information for the writer.

Before an award is confirmed, recipients must provide:

3. Proof of enrolment in the program of choice. If available, please submit this with your application.

## **What schools and programs are eligible?**

Awards can be used at any public university, college, or technical institute in Alberta, as well as at any private institution or vocational school accredited by Alberta Advanced Education and Technology. Awards may be provided to students attending school outside Alberta (but within Canada) when circumstances warrant (e.g. when a program is not offered in Alberta); applicants should clearly address why they have selected their school of choice. For schools outside Alberta, institutions must be equivalently accredited.

An applicant's program of study must lead to a recognized undergraduate degree, applied degree, diploma, certificate or licence.

Academic upgrading, bridging, or college preparation programs may be eligible. Students must indicate how completion of study will help them gain admission to a post-secondary program or lead to future gainful employment.

## **What other sources of funding are available?**

Students are encouraged to seek other sources of funding. A list of other sources of funding is available at [www.ecfoundation.org](http://www.ecfoundation.org).



### Post-Secondary History

If you have previously begun any post-secondary studies (including academic, trades or upgrading programs), please provide details.

Post-Secondary Institution	Program	Completed	Years of Study (e.g. 2006-2008)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Plans for the Upcoming Year of Study

Institution \_\_\_\_\_ Located in (city or town) \_\_\_\_\_

Student ID number (if known at time of application) \_\_\_\_\_

My intended field of study is \_\_\_\_\_

I plan to study  Full Time  Part Time

Anticipated Start Date  
(For the upcoming academic year)

Anticipated End Date  
(For the upcoming academic year)

(Month / Day / Year) \_\_\_\_\_

(Month / Day / Year) \_\_\_\_\_

### Future Plans

This is the final year of my program  Yes  No

I expect to graduate in \_\_\_\_\_ with a  Licence  Certificate  Diploma  Degree  Other  
(year; e.g. 2012) (specify)

If you plan to pursue further studies after your current program, please provide details.

School	Program	Years of Study (e.g. 2006-2008)

### Financial Information – Program Related Expenses

Identify all **mandatory** expenses required for your program of study **for the entire academic year**. Where necessary, provide estimates.

Total tuition costs and mandatory fees (student association, health, library, U-pass, etc.) for program of study for the upcoming academic year	\$ _____
Total mandatory texts and supplies	\$ _____
Other mandatory costs (specify)	\$ _____
<b>Total program related costs for entire academic year</b>	<b>\$ _____</b>

### Financial Information – Student Debt

Identify all **student debt**, as at time of application. Do not include personal debt such as credit cards, car loans, etc. Where necessary, provide estimates.

Government student debt	\$ _____
Student line of credit	\$ _____
Other student debt (specify)	\$ _____
<b>Total student debt</b>	<b>\$ _____</b>

### Financial Information – Monthly Income

Identify all of your **monthly** sources of financial support that you will receive **while at school**. Where necessary, provide estimates. If desired, expand on your circumstances on page 9.

Financial contribution from parent(s)	\$ _____
Income from work while in school or from savings	\$ _____
Scholarships, bursaries, or awards	\$ _____
Student Finance (loans, grants, etc.)	\$ _____
Income of spouse or partner	\$ _____
Child care subsidy	\$ _____
Alimony / child support	\$ _____
Employment insurance (EI, WCB)	\$ _____
Social assistance (Alberta Works, AISH)	\$ _____
Child Tax Benefit	\$ _____
Other (specify)	\$ _____
<b>Total income each month</b>	\$ _____ / month

### Financial Information – Monthly Expenses

Identify all of the expenses that you will be responsible for on a **monthly** basis while at school. Where necessary, provide estimates. If desired, expand on your circumstances on page 9.

Rent (or residence fees)	\$ _____
Food (groceries or on-campus meal plan)	\$ _____
Clothing	\$ _____
Utilities (telephone, heat, electricity, water, cable)	\$ _____
Transportation costs (bus pass, fuel, parking)	\$ _____
Childcare costs	\$ _____
Personal (entertainment, personal care)	\$ _____
Other (specify)	\$ _____
<b>Total expenses each month</b>	\$ _____ / month

## **Community Leadership and Volunteerism**

In the space provided, describe your history of community leadership and volunteerism.

## **Financial Need**

In the space provided, describe your financial need and how an award will help you be successful in your studies.

## **Educational and Career Plan**

In the space provided, outline your educational plan and how it will help you be a leader in the not-for-profit sector as a paid employee or volunteer. If you wish to be considered for a renewable award (an award to be paid out over multiple years when a program will extend beyond a single year of study), describe how you anticipate your studies will contribute to the sector over time.

## **Other Circumstances**

Is there anything else you want the awards panel to know? You may wish to elaborate on your passion for and likelihood of success in your program, how your program will improve your employment opportunities, personal circumstances, or other matters.

## Checklist

Ensure your application is complete and that the following documents are attached:

- Signed and dated application form
- Signed, dated, and current nomination letter (see page 3)
- Signed, dated, and current reference letter (see page 3)
- If available at the time of application, proof of enrolment in the program of choice

Do not staple your documents together; use paper clips instead.

## Declaration and Consent

- The information I have provided in this application is true, accurate, and complete.
- I intend to pursue a qualified program.
- I am aware that providing false or misleading information will be considered fraud and will affect my ability to access funding.
- I authorize the staff of Edmonton Community Foundation to share the content of my application with the Award Panel and other volunteers for review purposes only, and to contact my references for further information.
- If requested, I will provide other supporting documentation to verify information in this application form or to demonstrate my eligibility for this award.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Online submissions do not require a signature. By submitting online you are agreeing to the above declaration and consent.

- I agree to allow my name and relevant information to be used in the promotion, marketing, and advertisement of this scholarship program.  Yes  No