



Edmonton  
Community  
Foundation

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## Charmaine Letourneau Scholarship

### 2011 Application Package

Application Guide (Pages 1 to 4)

Application Form (Pages 5 to 6)

**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 Charmaine Letourneau Scholarship

An educator and deaf advocate, Charmaine Letourneau received the Order of Canada in 2001 in recognition of her work in improving the quality of life for Deaf people.

The Charmaine Letourneau Fund was established to support post-secondary education for Deaf and Hard of Hearing Albertans. Ongoing donations from many individual contributors and community organizations continue to support the fund and honour a community leader.

The Charmaine Letourneau Scholarship is awarded each year to a Deaf or Hard of Hearing person who will attend an academic or training program at a qualified institution. In 2010, one award of \$1,500 was provided, but number and value of awards may vary.

Priority is given to individuals who demonstrate involvement in Deaf and Hard of Hearing organizations, school or community leadership, commitment to and diligence in studies, and likelihood the program of study will lead to employment or further educational opportunities.

## What are the criteria?

### Applicants must:

- ✓ Be permanent residents or citizens of Canada
- ✓ Be residents of Alberta
- ✓ Be Deaf or Hard of Hearing
- ✓ Be pursuing an academic or training program at a qualified post-secondary or vocational school in Alberta. Alternatively the educational institution could be outside Alberta if specializes in programming for Deaf or Hard of Hearing students, such as:
  - Gallaudet University (Washington, DC)
  - National Technical Institute for the Deaf (Rochester, NY)
  - California State University at Northridge (Northridge, CA)
- ✓ Demonstrate financial need

### Consideration and priority will be given to:

- ✓ Involvement in local Deaf organizations
- ✓ Leadership within school or community
- ✓ Diligence and effort in studies
- ✓ Regular attendance and punctuality in school or in the workplace
- ✓ Likelihood that completion of the qualifying program will result in employment in the field directly related to the program or will allow the student to pursue further educational opportunities at a post-secondary level
- ✓ Commitment to the qualifying program and the proposed field of study or employment
- ✓ **Personal and reference letters should highlight the above criteria**

## What is the application deadline

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

## What is the application process?

Applications can be submitted in person, by mail, by courier or online. (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:

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

The Awards Panel will review applications and select award recipients by the end of October of each year. Candidates will be advised of the status of their application by mail in early November of each year. Edmonton Community Foundation will notify accepting post-secondary institutions of any Charmaine Letourneau Scholarship recipients once all award conditions have been fulfilled. Applicants may re-apply in subsequent years, but each application is for a single school year only.

## What documents do I need to provide?

With the completed application form, applicants must provide:

- ✓ a personal letter (see below)
- ✓ two reference letters (see page 4)
- ✓ audiogram or other medical documentation of hearing loss
- ✓ transcripts or statement of marks for most recent studies
  - Official transcripts are not required. A photocopy or print out from a school website is acceptable. Provide marks as of the time of application; do not submit updates unless requested

Please do not staple your documents together; use paper clips instead.

## What should the personal letter include?

**The most important required document is the personal letter.** It forms the basis of the application and is the applicant's opportunity to present a persuasive case that they meet the award criteria and priorities as described on page 2. Letters should be signed, dated, and current.

Applicants may wish to include details about the following:

- personal background and challenges overcome
- influences of family or a particular mentor
- personal, educational and employment goals
- choice of field of study and school and capacity to succeed in the program
- details of involvement in the community, volunteer work, or other interests
- details of financial need and how a Charmaine Letourneau Scholarship will help the applicant succeed
- attributes which will make the applicant a role model for other Deaf people and a positive ambassador for the Charmaine Letourneau Scholarship program

## **What should reference letters include?**

Each applicant must provide two reference letters; letters should be signed, dated, and current. References should be people who have known the applicant for at least six months, and be able to comment on how the applicant meets the criteria as described on page 2. References can be teachers, community leaders, employers, mentors or others, but should not be relatives.

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

Awards can be used at any public university, college, technical institute, or community consortium in Alberta, as well as at private colleges accredited to grant degrees or private vocational schools which are recognized by Alberta Advanced Education. Awards may be provided to students attending school outside Alberta when a program is not available within Alberta. Awards may also be provided for studies at educational institutions outside Alberta which specialize in programming for Deaf or Hard of Hearing students, such as:

- Gallaudet University (Washington. DC)
- National Technical Institute for the Deaf (Rochester. NY)
- California State University at Northridge (Northridge. CA)

An applicant's program of study must lead to a recognized degree (undergraduate, graduate, professional or applied), diploma, certificate or license. 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.

## **How will awards be paid?**

Awards are intended to assist recipients with mandatory costs such as tuition, fees, books and supplies. In general, awards will be paid directly to the institution upon receipt of invoice. Awards to institutions will not be confirmed until all conditions are met.

It is the responsibility of the recipient to adhere to all regulations of the accepting post-secondary institution regarding all fee payments and to ensure that registration and/or enrolment status is not jeopardized. In particular, fee deadlines may impact students prior to sponsorship confirmation. Students are also responsible for all expenses not covered by the award, in accordance with institution payment deadlines. No part of any award issued by the Edmonton Community Foundation can be applied to amounts owing from previous years.

## **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).

## Charmaine Letourneau Scholarship

- Students are advised to review the application guide (pages 1 to 4) before submitting their application. Do not submit pages 1 to 4 with your application.
- Students should also review the list of Tips available at [www.ecfoundation.org](http://www.ecfoundation.org)
- 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)

### Personal and Contact Information

Last Name: \_\_\_\_\_ Given Name and Initial: \_\_\_\_\_

If names in accompanying documentation differ from the name provided here, explain.

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Applicants should advise staff of the Edmonton Community Foundation of any changes to contact information. Failure to do so may jeopardize eligibility for an award.**

Gender:       Male       Female      Birthdate (MM/DD/YYYY) \_\_\_\_\_

### Educational Background and Plans

**I am currently enrolled in:**

High School       I have been out of school but have made plans to return

A Post-Secondary Institution       Other: \_\_\_\_\_

School Name \_\_\_\_\_ City \_\_\_\_\_, Alberta

Institution: \_\_\_\_\_

City: \_\_\_\_\_ ID Number (if known at time of application): \_\_\_\_\_

Intended Program of Study: \_\_\_\_\_

## Declaration and Consent

- The information that I have provided for this application is true, accurate, and complete.
- I am aware that providing incomplete or false information will be considered fraud and will affect my ability to access future 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.

**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

## Documentation Checklist (Include the following with this application):

- ✓ Signed and dated personal letter (including details of financial need and community involvement)
- ✓ Two signed and dated letters of reference
- ✓ Audiogram or other medical documentation of hearing loss
- ✓ Academic transcripts or statement of marks for current or most recent year of school