



Edmonton  
Community  
Foundation

Timeless contributions. Endless possibilities.

**Rose Margaret King Merit Awards**  
**Includes Don Howden & Jane Squire Howden Awards**  
**Teri Taylor-Tunski Awards**

**2011 Application Package**  
Application Guide (Pages 1 to 4)  
Application Form (Pages 5 to 9)

**Application Deadline: May 15 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 Rose Margaret King Merit Awards

As a young immigrant with parents who spoke no English, Rose Margaret King understood the challenges of learning in a culture that is not one's own. In acknowledgement of the significant role inner city schools have in the lives of these young people, Ms. King provided a gift in her will to the Parent Auxiliary of Alex Taylor School, which established the Rose Margaret King Education Fund at the Edmonton Community Foundation in 2001. This permanently endowed fund provides merit awards to and on behalf of Edmonton and area students so they are able to further their education in their chosen field and subsequently gain employment.

The Don Howden and Jane Squire Howden Awards are provided with the generous support of long time Edmonton residents with a passion for helping young people and a history of involvement with Edmonton Community Foundation. Prior to her untimely death in 2008, Teri Taylor-Tunski taught at McCauley school for close to 20 years, making a difference in the lives of her students by making learning a fun and exciting adventure. Applicants should complete a single application form to be considered for all three awards programs.

Awards are based on financial need, commitment to studies and individual circumstances. Special consideration will be given to individuals who have demonstrated leadership in the local community, have participated in volunteer work, and/or have contributed through public service.

In 2010, thirteen students receiving awards totalling \$23,000. Most awards range from \$1,000 to \$3,000. Number and value of awards may vary.

## What are the criteria?

### Applicants must:

- ✓ Be permanent residents or citizens of Canada and be residents of Alberta
- ✓ Have attended an Edmonton and area school for at least a portion of their education (kindergarten to grade 12)
- ✓ Demonstrate financial need
- ✓ Be pursuing a program of study leading to a recognized license, certificate, diploma, or undergraduate or professional degree

### Consideration and priority will be given to:

- ✓ Volunteer work and community service
- ✓ Commitment to studies, maturity, and likelihood of program leading to improved employment opportunities
- ✓ Family and personal circumstances
- ✓ First year students pursuing full-time studies at an Alberta school
- ✓ Students who attended an inner city school and in particular Alex Taylor School

One or more Rose Margaret King Merit Awards may be presented each year in honour of Dr. Steve Ramsankar, a former principal of Alex Taylor School, and of Virginia Yankowski, a long-time volunteer at the school. These awards will be given to a student who has demonstrated citizenship, caring for others and leadership in addition to the criteria listed above.

### Notes:

- ✓ Students entering Master or Doctoral programs are not eligible
- ✓ Students entering academic upgrading, bridging, and university-college entrance programs may be eligible (see page 4)

## What is the application deadline and process?

**The deadline for applications is May 15 of each year.** All applications must be received by the deadline. If May 15 falls on a weekend, applications will be accepted until 4:30pm on the following business day.

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 June of each year. Candidates will be advised of the status of their application by mail in early July. Edmonton Community Foundation will notify accepting post-secondary institutions of any award recipients once all award conditions have been fulfilled. In general, student programs should not start before August 1. 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)
- ✓ proof of attendance at an Edmonton or area school (report card, letter, ID card, etc.)
- ✓ 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.
- ✓ proof of application or admittance to the school of choice

## 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 an award will help the applicant succeed
- attributes which will make the applicant a role model for the community and a positive ambassador for the awards 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 (but within Canada) when a program is not available within Alberta.

An applicant's program of study must lead to a recognized undergraduate degree, applied degree, diploma, certificate or license. Graduate studies (Master or Doctoral programs) are not eligible although students entering professional programs (e.g. MD, DDS, LLB) may apply. Academic upgrading, bridging, or college preparation programs may be eligible. Students entering these programs 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).



### 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 in your personal letter.

Financial contribution from parent(s)	\$ _____
Income from work while in school or from savings	\$ _____
Scholarships, bursaries, or awards	\$ _____
Métis Nation of Alberta funding	\$ _____
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 in your personal letter.

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

## Checklist

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

- Signed and dated application form
- Signed and dated personal letter (see page 3)
- Two signed and dated reference letters (see page 4)
- Proof of attendance at an Edmonton and area school (kindergarten to grade 12)
- Transcripts or statement of marks from your current or most recent year of study  
**Note:** 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.
- Proof of application or admittance to the school of choice

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

## Declaration and Consent

- I confirm that the information I have provided in this application is true, accurate, and complete.
- I am aware that providing false or misleading 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.
- I am aware that the granting of Awards is subject to further conditions listed in my acceptance letter should I be chosen as a recipient.

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