



MARYMOUND

Finding the good

## BURSARY APPLICATION GUIDE

**We want to make sure that you give the Bursary Selection Committee the information it needs to make its decision. Therefore, we have created this guide to assist you with filling out your application for a bursary from the Marymound Endowment Fund.**

**If you have any questions after reading this guide, please call Ken McIntyre, chair of the Marymound Bursary Committee, at (204) 336-5505.**

### **WHY MARYMOUND CREATED A BURSARY PROGRAM**

Realizing that for many young people living in the care of Child and Family Services, it can be difficult to plan financially for education or training after high school.

The Marymound Bursary Program aims to assist students financially with their education and training goals.

### **WHO CAN APPLY FOR A BURSARY**

Applicants must meet the following criteria to apply for a bursary

The student must:

- presently or in the past have received services at Marymound for at least a **six-month period of time**. Persons receiving services from all program areas are eligible including the Treatment Foster Care Program, Marymound School, Independent Options Program/Young Parents Program and all Marymound community group homes or closed units, the Sexual Abuse Treatment Program and Marymound North;
- demonstrate that he/she has been accepted to an education/training program at an accredited learning institution.
- demonstrate that you have applied (with acceptance pending) to an education/training program at an accredited learning institution. Please note your bursary application will be reviewed but not processed until proof of acceptance is received.

### **ELIGIBLE EDUCATION PROGRAMS**

Students attending any kind of education or training program are eligible provided their place of study is an accredited learning institution. For example, students attending university or college are eligible as are students learning hairdressing, esthetics or other trades. If you are uncertain if the program you will be attending is eligible, call Marymound at the number provided at the start of this guide.

## **HOW THE BURSARY SELECTION COMMITTEE MAKES ITS DECISION TO MAKE AN AWARD**

The Bursary Selection Committee is comprised of staff and board members from Marymount. The committee evaluates applicants on the criteria/category below to make a decision. This evaluation process uses a point system.

The following is the point value for each area:

High School and/or current education/institute transcript– 5 points

References – 10 points

Written submission/In-person interview – 10 points

Financial contribution of the applicant – 5 points

Willingness to be publicly recognized as a bursary recipient – 2 points

Self-Declaration (as defined on application) – 2 points

From the values, you can see that the two written references and the essay contribution are worth the most points. Applicants would do best to put the most effort into these two areas.

If there are items that you are unable to provide to the committee you should discuss this with the Endowment Fund Committee Chair listed above and/or provide an explanation along with your application.

## **FILLING OUT THE APPLICATION FORM**

### **Contact Information**

The selection committee uses this information to get in touch with you about your application. The committee might have additional questions and will use your address to mail the information about your award to you should you receive one.

The committee asks for the name you used while receiving services at Marymount so that it can confirm the length of time of services.

### **Background Information**

These questions provide the committee with information about the kind of services you received at Marymount.

They also help the committee understand what education/training program you are enrolled in and when you will be starting. If your program starts outside of the regular application deadlines of July 15 and November 15, the committee may review your application sooner *if possible*.

## **Financial Information**

The committee will be looking at your total education expenses as well as your sources of income. The committee requests disclosure of funding acquired to date or pending in the form of Grants, Bursary, Scholarships, Tuition Waiver, CFS Funding, and Band Funding. This will help the committee to determine the amount of your award.

*It is unlikely that the Bursary Award Committee will be able to award you the total costs associated with your education/training goal.* Individual annual awards average between \$500 to \$2000, depending on available funds in any given year.

You may be eligible for other financial aid. If you haven't explored other financial aid options, we recommend that you discuss this with the learning institution you will be attending.

## **Promotion of the Endowment Fund and Bursary Program**

There are two parts to the promotion of the Bursary Program.

### *Promotion to Donors – Share YOUR Story*

Marymound would like to increase the amount of money in the Bursary Fund so that it can help more students with larger awards. In order to do this it must get more people to donate money to the fund.

One way to do this is to invite media coverage about the fund. This could mean a feature story in the Marymound newsletter, a story on the Marymound website or stories on the local TV news or in newspapers. This will let people know the value of helping students and encourage them to donate to the fund. The stories that inspire people to donate money most often are those that tell a story about a person that benefited from the donation. That's why Marymound would like bursary recipients to help us by sharing their story with the public.

### *Providing Role Models for Present Marymound Youth*

We also invite bursary recipients to make presentations to young people presently receiving services at Marymound. As a bursary recipient, you could be a role model to young people who may believe they have a limited future beyond Marymound.

## **OTHER ITEMS FOR SUBMISSION**

### ***Proof of Acceptance at an accredited learning institution***

You must submit a copy of a letter or other documentation indicating that you have been accepted to an education/training program.

Also, the committee will want to ensure that the program you are planning to undertake is registered with Manitoba Advanced Education and Training. If the program you are seeking to attend is in another province or out of the country, the committee will want to make sure that program is registered within its own jurisdiction.

### ***High School Transcript***

As part of your application package, please include a copy of your high school transcript. If you did not attend high school, you should indicate that on your application. Note that even if you

did not graduate from high school or receive a diploma the Selection Committee is interested in seeing what credits you *did* obtain at the senior school level.

### **Educational Transcripts**

In addition to, or in the absence of, a High School Transcript, please include any education and training transcripts available to date.

### **Two Written References**

This portion of your application package is very important because it is worth a total of 10 points. You should put considerable effort into obtaining two positive references.

One of the references should be from a person who knows you personally but is *not a family member*. This person should be able to comment on your ability to successfully achieve your learning goal. They should be able to give some examples of how you have achieved other goals. People you may want to approach for a character reference could include a teacher, a mentor, a support staff, a social worker or counselor, an Elder, pastor or Rabbi. If you are unsure the person you are thinking of asking for a reference is appropriate call the Chair of the Bursary Committee at 336-5505.

The other reference is “professional.” This should be a person who can speak about your skills and ability. It could be your present or former supervisor in your workplace. If you volunteer, the person who oversees your volunteer placement would be a good professional reference as well. If you have been in another training/education program, someone from that program who could comment on your performance would also be a good reference option.

### **Written Submission**

This is your chance to sell yourself as a good candidate for a bursary award. Your written submission (preferably typewritten) should be no longer than 350 words. The selection committee would like to see the following information provided in your written submission:

- Why you have chosen the education/training goal you are pursuing
- What you have done in preparation to reach your goal (e.g. upgrading academic skills, working to earn money to pay for the program, volunteering in the field you would like to enter etc.)
- How would a bursary award help you achieve your education/training goal? Why is it important for you to receive an award?
- Anything else you think is important for the selection committee to know.

Some people present their ideas better by talking than by writing. If you would prefer to talk to the selection committee in person you are welcome to do so. Simply call the chair of the selection committee to set up a time to do this.

## **Points to Remember**

- You must provide all the documents (letters of reference, transcripts, etc.) with your application in one package together. Otherwise, your application will be considered incomplete and will be placed on hold until required documents/information is submitted.
- Try to submit a High School transcript and/or current education and training transcripts and or documentation (e.g. Certificate, Diploma). It is better to submit a High School transcript, for example, that says you only have one or two credits than to submit nothing at all.
- If you can't submit one of the requirements or answer one of the questions on the application form, write down your explanation for this or tell the Chair of the Bursary Committee.