

## Scholarship Guidelines

The Scholarship guidelines are listed here for prospective recipients to review prior to completing an application form.

### Eligibility:

Each candidate for the award must be

1. A resident of Lambton County for a period of at least one year.
2. Eligible to enroll in a college recognized by the Association of Universities and Colleges as recognized and funded by the respective provincial government with the intent of pursuing a career in the trades or other college certification.
3. A Canadian Citizen or landed immigrant
4. Have significant financial need as demonstrated by the application document.
5. Students attending a secondary school, college or adult education centre will be eligible. In exceptional circumstances students making direct application to the Foundation through the advertised application process who meet the criteria may be considered.

### Conditions:

1. Candidates may be required to present bank statements and income tax returns in support of their application.
2. Preference will be given to those candidates that meet the conditions established by the Society of St Vincent de Paul, Sarnia/Lambton Particular Council
3. The award is given to an individual who has the desire and ability to attend a college offering trades education or college level certification. Personal financial circumstances will be a determining factor in the final decision but the individual must also be able to meet the academic standards required for enrollment in a post-secondary institution.
4. The award will be made once confirmation of enrollment is received. The award may be renewable subject to satisfactory performance and reapplication. Should the individual receive additional scholarships or financial assistance the value of the renewal may be decreased.

Scholarships are awarded on the understanding that the funds will be used to cover the cost of attending a programme of studies and may be directed to the academic institution. Currently, the scholarship is valued at \$1000.00

### Application Process:

1. All applicants are required to complete in full the scholarship application form and include all the required documents as listed. The completed application and supporting documents must be sent or delivered to:

**Sarnia Community Foundation, 110-560 Exmouth Street, Sarnia ON N7T 5P5**

2. Applications must be received in the Foundation office by **4 pm April 30<sup>th</sup>** of any year. If April 30<sup>th</sup> is a weekend day the deadline is extended to the next business day. Late applications will not be considered.
3. A letter or email acknowledging the receipt of the application will be sent.

## **Society of Saint Vincent de Paul/J&J Y Trades Scholarship Application**

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4. All applications that include the requested material and that meet the eligibility requirements as outlined above are forwarded for consideration to the Scholarship Committee.
5. A meeting with the Scholarship committee may be required.
6. Successful applicants are notified as soon as possible after the decision is made by phone or email with a follow up letter send to their home address.
7. Those applicants that are declined are informed in writing. The decision of the Committee is final.
8. The award will be made by cheque to the recipient or the academic institution as determined by the recipient.

For more information contact the Sarnia Community Foundation's Executive Director  
Phone: 519 332 2588 E-mail: [ed@sarniacommunityfoundation.ca](mailto:ed@sarniacommunityfoundation.ca)

*The Sarnia Community Foundation has a privacy policy that protects personal information. Any personal information requested on this application will only be used to assist with the assessment of the application. A copy of the application form and supporting documents may be kept for audit purposes.*

**PERSONAL INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**INFORMATION TO BE INCLUDED**

A completed application form

Proof of residency in Lambton County (copy of a drivers' license, bills related to occupancy etc.)

TWO letters of recommendation

These must be written on your behalf by someone other than a family member or relative. One should be from an individual qualified to speak on your academic potential. The second should be from someone who has knowledge of your challenge and how you have managed your studies in conjunction with the challenges you face.

Information about your academic performance

This should include an official transcript issued by your high school, proof of graduation, or proof of equivalent academic standing for mature students. Students anticipating graduation after the deadline should submit a copy of their latest report card and a Grade 11 transcript.

**Please Note:**

Should you be selected as the scholarship recipient you will be required to provide the Foundation with your full legal name, date of birth and your Social Insurance Number. This information is required for audit purposes at the Foundation and will only be used as required by the distribution of scholarship funds. This must be received prior to the funds being released.

**FOR OFFICE USE ONLY**

FILE # \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ APPLICATION COMPLETE \_\_\_\_\_

ADDITIONAL INFORMATION REQUESTED \_\_\_\_\_ ACKNOWLEDGEMENT SENT (date) \_\_\_\_\_

APPROVED \_\_\_\_\_ CONFIRMATION OF ENROLLMENT \_\_\_\_\_

**Applicant Information**

1. How long have you been a resident of Lambton County? \_\_\_\_\_ years
2. What programme of studies are you enrolled in or are you planning to take?

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3. Your financial needs will be carefully considered as part of this application. Please provide details of your financial resources. Specify whether you will be able to attend the programme you have chosen without financial aid in the form of a scholarship. You may wish to use the chart below to support your application.

| Income                      |  | Estimated expenses                                   |  |
|-----------------------------|--|--|--|
| Summer Work                 |  | Living expenses- rent, food, utilities               |  |
| Part Time Work              |  | Tuition including application fees                   |  |
| Scholarships/Bursaries      |  | Books  |  |
| Parent/spouse contribution  |  | Lab Fees , Equipment Purchase                        |  |
| Other (Savings, RESPS etc.) |  | Miscellaneous (medical, dental, transportation etc.) |  |
| <b>Total</b>                |  | <b>Total</b>   |  |

Further details or explanation:

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**Society of Saint Vincent de Paul/J&J Y Trades Scholarship Application**

4. Describe what led you to choose this field of study

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5. What are your career goals?

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6. Have you approached other sources of support?  Yes

No

Name

Amount

Confirmed

Unknown

| Name | Amount | Confirmed | Unknown |
|------|--------|-----------|---------|
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7. Describe the volunteer positions you have held, including the length of time served.

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8. Outline any extracurricular involvements or achievements

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9. Please outline your plans to contribute to the development of others as you embark on your career.

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10. Please give details of your employment history, including duties and responsibilities.

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**Declaration:**

I certify that the information in this application is true and accurate. I have reviewed the content of this application and agree to abide by its provisions if awarded the Society of St Vincent de Paul/J&JY Trades Scholarship.

I acknowledge and accept that should my application be successful that the funds will be used for the purposes outlined in this application and for no other purpose, unless permission is sought and obtained in writing in advance from the Sarnia Community Foundation.

By signing the application I agree to the expectations of scholarship recipients and give SCF permission to publish my name in print and via SCF social media channels. All other information will remain confidential.

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Name - PLEASE PRINT

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Signature of applicant

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Date