

## Scholarship Guidelines

Please review these guidelines prior to completing the application form.

### **Eligibility:**

To be considered for the award you must be

1. A resident Canadian Citizen or landed immigrant
2. Have significant financial need as demonstrated by the application and supporting documents.
3. Applications must be received in the Foundation office by **on or before the due date**. If date falls on a weekend day, the deadline is extended to the following Tuesday. Late applications cannot be considered.
4. Applicants must be accepted and enrolled in a post-secondary institution to be eligible for scholarship monies. Proof can be supplied after the application has been accepted.

### **Application Process:**

1. All applicants are required to complete the scholarship application form and attach an essay detailing how personal challenges have been overcome. Please address the essay to the selection committee. The completed application and supporting documents must be sent or delivered to:

**Sarnia Community Foundation, 109 Durand St., Sarnia ON N7T 5A1**

**Or emailed to [office@sarniacommunityfoundation.ca](mailto:office@sarniacommunityfoundation.ca)**

**Scholarship Application & Essay are due June 15<sup>th</sup> or the next business day if the 15<sup>th</sup> falls on a weekend.**

2. An email acknowledging the receipt of the completed application will be sent.
3. All applications that include the requested material and that meet the guidelines as outlined above are forwarded for consideration to the Scholarship Committee.
4. The committee recommendation is sent to the SCF board whose decision is final. Those applicants that are declined are informed by email.
5. Successful applicants will be informed by email with payment to follow and should be available for photos, interviews or any other promotional activities as arranged by the Foundation

For more information, contact the SCF Grants and Scholarship Administrator

Please contact our office if you require assistance filling out the application.

Phone: 519 332 2588 E-mail: [office@sarniacommunityfoundation.ca](mailto:office@sarniacommunityfoundation.ca)

### **PLEASE NOTE:**

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.

Should the application be successful, SCF will require the recipient to provide express consent to publish their name and photograph in print or on social media managed by SCF. Exceptions may be made under certain circumstances. This will be confirmed by SCF in writing at the time of presentation. All other information will remain confidential.

All Scholarship recipients are required to provide the Foundation with their full legal name and Social Insurance Number. This information is required for audit purposes and the issuing of a T4A as required by law.

**PERSONAL INFORMATION**Name

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Address

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Postal Code

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Telephone

Email

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**Signature of applicant****INFORMATION TO BE INCLUDED**

An essay of up to 1000 words on how you have overcome your challenges and how you hope to continue your education.

**Declaration:**

I certify that the information in this application is true and accurate.

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.

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**Signature of applicant**

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**Date**