



GENERAL BURSARY AND SCHOLARSHIP INFORMATION (REVISED Feb 23 2011)

The Bulkley Valley Community Foundation strives to improve quality of life in our communities by awarding local organizations grants generated through responsibly managed donations, legacies and bursary and scholarships.

We provide community leadership and offer citizens of the Bulkley Valley the opportunity to invest in the betterment of their communities.

The Bulkley Valley Community Foundation was founded in 1991 at the request of the Town of Smithers Economic Development Committee. Our defined area for grant making covers Topley, Houston, Granisle, Telkwa, Smithers, the Hazeltons and Kitwanga. A simple definition of a community foundation is a "pooling of resources in the community for the community".

The Bulkley Valley Community Foundation announced in 2008 that they would be accepting applications for bursaries and scholarships on an annual basis starting in 2009. The deadline for submission is announced each year through the local media or it can be obtained from a member of the Bulkley Valley Community Foundation or obtained on the Foundation's website www.bvcf.ca.

The total amount of the bursaries and/or scholarships to be disbursed, may be up to, but will not exceed \$3,000 per year.

The award will not be restricted to a particular field of study. However, the Foundation may establish additional special scholarships which will be funded from other sources and may be restricted to a particular field of study.

The principal philosophy of this funding is to grant bursaries or scholarships to students who are currently enrolled and graduating from the secondary schools outlined in the Criteria Applicable to Bursaries and Scholarship section of this application. The students will pursue post secondary educations significant to them, or the community.

Bursaries will be based on financial need and **Scholarships** will be based on high academic standings.

CRITERIA APPLICABLE TO BURSARIES AND SCHOLARSHIPS

The following criteria apply to all bursary and scholarship applications considered and subsequently awarded through the Foundation:

1. The award must be accepted, in writing, by the recipient, within sixty days of their graduation or leaving their secondary school, and be used within an eighteen (18) month period from the date of graduation or leaving secondary school. The acceptance must indicate clearly how the funds will be utilized.
2. Students from School District 54 and School District 82 (Hazelton – Kitwanga) and any other accredited schools who are invited by the Foundation to participate are eligible to receive bursary or scholarship funds. Awards are provided to students at high schools situated in Smithers, Houston, and Hazelton with two awards provided to each community.
3. A student that has been recommended and approved for a bursary or scholarship will be granted the award when the Bulkley Valley Community Foundation obtains confirmation that the student has been enrolled and accepted for a course to advance their ability or is participating in the field of an endeavor for which the bursary or scholarship was recommended. Payment will be made upon receipt of written proof of registration.

INSTRUCTIONS FOR COMPLETING APPLICATIONS

1. Applications must be made on the application form provided in this package or contained online (www.bvcf.ca) and include any supplementary documentation as required.
2. Applications must include a cover letter of the applicants own authorship, not exceeding two pages, in which the applicant will outline their vocational and educational objectives.
3. Applications received by mail should be received on letter size (8 ½ x 11) paper, preferably typewritten rather than handwritten. Please secure with a paper clip rather than staples or protector sheets
4. Two character references must accompany the application at the time it is submitted. These references should not be from current or immediate past academic teachers or counselors, rather other persons who know you well ie: employer, current or past, neighbor, minister, doctor, coach, etc
5. Applications may be submitted by:
 - email to bvfoundation@bulkley.net or
 - by mail
 - Bulkley Valley Community Foundation
 - PO Box 4584
 - Smithers, BC V0J 2N0

APPLICATION MUST BE RECEIVED OR OR BEFORE **MAY 15, 2011**

The following application contained within this package is an “all in one” application, please refer to the table below to assist with the completion of the application for the desired grant.

		Sections to be completed if Applying for		
		Bursary Required	Scholarship Required	Special Scholarship Required
Section A	General Information	X	X	X
Section B	Personal Data	X		
Section C	Other Activities	X	X	X
Section D	Other Educational Information	X	X	X
Section E	Tuition Information	X	X	X
Section F	Financial Data	X		
Section G	Student Authorization	X	X	X

APPLICATION

PLEASE INDICATE IF APPLYING FOR BURSARY **OR** SCHOLARSHIP. ONLY **ONE (1)** APPLICATION WILL BE ACCEPTED PER STUDENT.

- BURSARY
 SCHOLARSHIP
 SPECIAL SCHOLARSHIP *(if offered by the Foundation)*

Section A - GENERAL INFORMATION			
Surname			
Given Name		Middle Initial(s)	
Postal Address			
Civic Address <small>(if different from above)</small>			
Telephone Number			
Email Address			
Date of Birth			
Current Secondary School Enrolled in			
School Address			
Last Date in Attendance			
Graduation Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expected Date of Graduation	
Copy of your most recent transcript attached, only required if applying for a scholarship	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Social Insurance No.			

Section B - PERSONAL DATA			
Citizenship	<input type="checkbox"/> Canadian <input type="checkbox"/> Other <small>(Please indicate)</small>		
How long have you been a resident in BC			
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <small>(If married, please indicate spouse's occupation and net income)</small>		
Number of Dependents		Ages	
Accommodations during studies	<input type="checkbox"/> Parents/Family <input type="checkbox"/> Room & Board <input type="checkbox"/> Rent <input type="checkbox"/> Other <small>(please indicate)</small>		
Cost of Accommodations per Month	\$		

Type of Transportation to School	<input type="checkbox"/> Bus <input type="checkbox"/> Own Car <input type="checkbox"/> Public Transit <input type="checkbox"/> Other <small>(please indicate)</small>	
Cost of Transportation per Month	\$	
Current Employer (name and monthly income)		
Will you be employed while attending school?	<input type="checkbox"/> No <input type="checkbox"/> Yes <small>(if yes, where & by whom, if known)</small>	

Section C - OTHER ACTIVITIES

Please indicate any extra curricular and leadership activities participated in at secondary school and any volunteer work performed in the community.

Please tell us about any hobbies and interests you may have.

Section D - OTHER EDUCATIONAL INFORMATION

In this section, please state the formal college or university education you are seeking to attend

What career do you intend to pursue?

What school institution do you intend to attend?

--

What certificate, diploma or degree do you intend to pursue? Indicate specialty or major if known.
Do you currently have the prerequisite(s) for registration into the program you desire? If not, how, when and where will you obtain the prerequisite(s)?
Does your high school graduation permit you direct entry to university or college? <input type="checkbox"/> Yes <input type="checkbox"/> No

Section E - TUITION INFORMATION - to be completed by all applicants	
1st Year Study Costs	
Tuition	\$
Books	\$
Supplies	\$
Other Education Costs (please specify)	
	\$
Total 1st Year Study Costs	\$
Have you applied for other awards	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Amount(s) applied for	\$
Total Amount(s) awarded if known	\$

Section F - FINANCIAL DATA

This section only needs to be completed if applying for a bursary. Eligibility of bursary is based on financial need. Financial information should cover a period September 1st to April 30th

Income		Expenses	
Net Earnings from Work	\$	Rent, Room & Board, or Mortgage	\$
Net Spousal Income	\$	Food	\$
Income Assistance	\$	Child Care Costs	\$
El (Employment Insurance)	\$	Transportation	\$
Child Care Subsidy	\$	Loan Payments	\$
Child Support	\$	Utilities	\$
Other Income (please specify)		Other Costs (please specify)	
	\$		\$
	\$		\$
Total Income	\$	Total Expenses	\$
Income - Expense = Surplus/(Shortfall) Calculation			
Total Income	\$		
Less			
Total Expenses	(\$)		
= Surplus/(Shortfall)	\$		
If a shortfall exists, please state how this amount will be covered.			

Assets		Liabilities (Debts)	
Cash on Hand	\$	Bank Loans	\$
Other Cash Assets	\$	Student Loans	\$
Investment Certificates	\$	Amount owing on Vehicle	\$
Stocks & Bonds (present value)	\$	Owing on Real Estate	\$
RESPs / RRSPs	\$	Owing to others	\$
Automobile	\$		
Real Estate	\$		
Other Assets	\$		
Total Assets	\$	Total Liabilities (debts)	\$

Section G - Student Authorization

In signing this application for bursaries and/or scholarships the information you provide and any other information will be protected and used in compliance with the Personal Information Protection Act (PIPA) [SBC 2003] Chapter 63.

I hereby certify that all information supplied by me is correct, accurate and complete. I acknowledge that this information, financial and otherwise, may be used to determine my eligibility for a bursary and/or scholarship based grant.

Signature of Student	Print Name	Date Signed

√	Please indicate supplementary documentation enclosed and submitted with this application	
	cover letter outlining vocational and educational objectives	
	two character references	
	copy of your most recent transcript, only if applying for a scholarship	
Other information contained <i>(please specify)</i>		
Total amount of pages enclosed including application		pages

IN ORDER TO FACILITATE THE REVIEW OF THE REQUEST
PLEASE ENSURE YOUR APPLICATION IS COMPLETED AS REQUESTED.