Indigenous Learning Centre

Norman Taylor Memorial Bursary Program Guidelines & Application Form

DEADLINE: Friday, July 24, 2015

INSTRUCTIONS

Read the Application Guidelines carefully **before** you complete the attached Application Form. If you have any questions, please contact us by telephone at 1-866-722-2362 or by email at pr@afoa.ca (Application Forms for the bursary program can also be downloaded from our website at www.afoa.ca/ilc)

BACKGROUND

Established in 2013, AFOA Canada's charity, The *Indigenous Learning Centre (ILC)*, was created to promote education in the area of finance, management and leadership for Aboriginal people in Canada. Norman Taylor was a member of the Ucluelet First Nation on the West Coast of Vancouver Island. He was one of the founding members of AFOA Canada serving as the founding President and later the Chief Advocacy Officer.

APPLICATION DEADLINE FRIDAY JULY 24, 2015

Fully completed application packages must contain all current information. Application packages can be emailed to pr@afoa.ca or faxed to 613-722-3467, mailed, couriered or submitted in person. Late submissions will not be accepted.

NOTE: Applications that arrive after the deadline date will **NOT** be reviewed.

ELIGIBILITY CRITERIA

Aboriginal Ancestry (Proof of First Nation, Inuit or Métis status)

- ❒ Attending post-secondary school as a full-time student (Proof of enrolment)
- ❒ Academic Programs include: Business Administration; Business Management; Accounting Program; Commerce and/or finance related such as the AFOA Canada *Certified Aboriginal Financial Management (CAFM)* Program
- ❒ Completed Application Form and to include a Letter of Personal Introduction (see page 2 for requirements)
- ❒ Financial need will be a consideration

LETTER OF PERSONAL INTRODUCTION

A Letter of Personal Introduction addressed to the Review Committee (minimum of 750 words, maximum of 1,000 words) should include the following:

- ❒ Tell us about where you were born, where you grew up and about your family & community.
- ❒ State your reason for choosing your field of study.
- ❒ Tell us why you are passionate about this field of study and committed to completing this program.
- ❒ State your goals regarding your future career and employment.
- ❒ State how you participate in the First Nation, Inuit and/or Métis community.
- ❒ Demonstrate your contribution and ongoing involvement in the Aboriginal community.
- ❒ Any special circumstances you feel the Review Committee should be aware of.

VERIFICATION OF SUPPORTING DOCUMENTS

All documents submitted to ILC must be verified before awarding bursaries to students:

- ❒ Copy of transcripts from present or most recent academic program.
- ❒ Confirmation of enrolment that applicant is registered in the academic year for which the applicant is applying for. The timeframe must coincide with the application.
- ❒ Verification of Current Tuition & Fees.
- ❒ Letter from Band/Post Secondary Education Office or Support Organization indicating the amount of support received or that funding is not available to the applicant.
- ❒ Complimentary membership will be given to students that receive bursaries that do not have a membership.

NOTIFICATION

A list of successful candidates will be posted on the ILC and AFOA Canada website within thirty (30) days of the application deadline. All applicants – successful or otherwise – will receive written notification of the Review Committee's decision regarding their individual application within thirty (30) days of the application deadline.

BURSARY AWARDS

Indigenous Learning Centre (ILC) will award four bursaries in the amount of $1,000 each. All applicants will be advised to explore all other possible sources of revenue to complement any award received from ILC.

Students are eligible to be awarded more than one bursary, however not in the same school year. The bursaries allocated must be used for the program of study and the academic year specified on the application form.

SUBMITTING YOUR APPLICATION

- ✓ Keep a copy of your application package for your personal records.
- ✓ Applications MUST be received before the deadline date of **Friday, July 24, 2015** to be eligible for Review Committee's consideration. Absolutely NO exceptions!
- ✓ Application packages can be emailed to **pr@afoa.ca** or faxed to 613-722-3467, mailed, couriered or submitted in person at:

Indigenous Learning Centre
c/o AFOA Canada
301-1066 Somerset Street West
Ottawa, ON K1Y 4T3

Norman Taylor Memorial Bursary Program
APPLICATION FORM
Deadline: Friday, July 24, 2015

Section #1 - Personal and Contact Information

Name:	❒Mr ❒Ms ❒Mrs ❒Designation _____

Permanent Mailing Address:
Street Address: City: Prov: PC:

Telephone: ( )	Cell: ( )	Please send correspondence to ❒ Address ❒ Email

E-Mail Address:

Consent for Collection, Use and Disclosure of Information:
By selecting 'yes', I consent to the collection, use and disclosure of my personal information for the purposes set out as per the Privacy Policy available on the ILC and AFOA Canada website.

❒ **Yes** ❒ **No**

Section #2 - Aboriginal Heritage

Aboriginal Ancestry:
❒ Status First Nation
❒ Non-Status First Nation
❒ Métis
❒ Inuit

Please provide proof of Aboriginal ancestry
(ie: photocopy of Band/Treaty card, Métis membership card, or Inuit Beneficiary card.) Students who are non-status First Nation must send a photocopy of the band card issued to parent(s) or grand-parents along with a long-form birth certificate or baptism certificate clearly showing the relationship to the person on the band card.

Name of Reserve, Métis Organization, Inuit Community or Land Claim Organization:	Province / Territory	Membership #

Section #3 – Personal Letter of Application

A Letter of Personal Introduction addressed to the Review Committee (minimum of 750 words, maximum of 1,000 words) should include the following:

❒ Tell us about where you were born, where you grew up and about your family & community.
❒ State your reason for choosing your field of study.
❒ Tell us why you are passionate about this field of study and committed to completing this program
❒ State your goals regarding your future career and employment.
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Section #4 – Education Institute

❒ Check box if you are a full time student (attach proof of enrolment)

Name of Institution:
(school currently attending)

School contact:
(ie, Name of Professor, Head of Faculty)

School Address:	City:	Prov:	PC:

School Telephone:	Fax:	E-Mail Address:

Identify the degree/diploma that you will receive upon graduation:

Length of time in program (in years):	Year you will complete your program:
Finish date for this academic year (mm/yy):	What job/career/occupation do you hope to have when you graduate?

Section #5 – Financial Information

Please provide a summary of your education expenses and expected financial resources for this academic year. If you are not sure of your earnings, please estimate the amount. My budget is for ❒ **September to December** **OR** ❒ **January to April**

Outline your expenses for your current semester		Outline your resources for your current semester:	
Tuition/Fees	$	Savings this year	$
Books	$	Scholarships/bursaries	$
Rent $_____ X 4 months	$	Earnings during school	$
Food $_____ X 4 months	$	Contributions of parents/spouse	$
Utilities (heat, hydro, phone etc.)	$	Other gifts (ie, gov't assistance)	$
Transportation	$	Student Allowances	$
Incidental Expenses (medical, dental, daycare)	$	Other	$
Other	$	**(B) TOTAL RESOURCES**	$
(A) TOTAL EXPENSES	$	**(B-A)**	$

Section #6 – Checklist

Have you included the following in your Application Package?

- ❒ Proof of First Nation, Métis or Inuit ancestry
- ❒ Personal letter of application
- ❒ Copy of transcripts (official) from present or most recent academic program
- ❒ Letter of Acceptance or offer of admission into a program (if available by the application deadline date)
- ❒ Copy of current tuition & fees amounts for the program

Section #7 – Declaration and Consent

- ❒ I have read and fully understand the guidelines that govern the application and selection process, and I have provided answers to **ALL** questions which apply to me.
- ❒ I certify that all information contained on this form is true and correct. I understand that any false statements intentionally given on this application, by email, or telephone will dis-qualify my application and will affect my ability to assess future funding.
- ❒ I hereby give consent that ILC and AFOA Canada is authorized to release my contact information to Scholarship donors (including name, telephone number, e-mail, and mailing address), so that they may contact me personally.
- ❒ I understand that past scholarship winners are not eligible to apply for the same scholarship.
- ❒ I hereby give consent for ILC and AFOA Canada to use/publish my name, photo, and relevant information on AFOA Canada and ILC's website, and other communique's for promotion, marketing, advertising for ILC and AFOA Canada donor's communications.
- ❒ By selecting this box you agree to receive e-mails and e-newsletters containing news, updates and promotions of AFOA Canada and ILC products, services, events, and affiliates. You may unsubscribe at any time.

Applicant Signature:	Date:

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c/o AFOA Canada
301-1066 Somerset Street West
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The Norman Taylor Memorial Scholarship and Bursary Programs are administered through the Indigenous Learning Centre which is a registered charity # 842869-7