

## MARYMOUND 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 Marymound.**

**If you have any questions after reading this guide, please call 204-338-7971 and ask to speak with the chair of the Marymound Bursary Fund Committee.**

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

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 from any program at Marymound for at least **six consecutive months**.
- demonstrate that they have applied 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.
- demonstrate that they have been accepted to an education/training program at an accredited learning institution.

### **ELIGIBLE EDUCATION PROGRAMS**

Students attending any kind of education or training program are eligible provided their place of study is an accredited learning institution.

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

The Bursary Selection Committee is comprised of staff from Marymound. The committee evaluates applicants based off of the completion & submission of the 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/email you.

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 June 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 any Indigenous student specific scholarships or funding. This will help the committee to determine the amount of your award.

*It is unlikely that the Bursary Fund 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 for Bursary Program**

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

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

Marymount 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 request media coverage about the fund. This could mean a feature story in the Marymount newsletter, social media, the Marymount 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 Marymount would like bursary recipients to help us by sharing their story with the public.

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

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

## **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. 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.

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.

***Confirmation letter of attendance from Marymound staff member***

Bursaries are only available to applicants that have received services from Marymound for at least 6 consecutive months. This confirmation letter is an important piece to your application to prove that you meet this requirement. This is a brief letter from a current Marymound employee. You can contact a Marymound employee you know directly to ask them to write this for you, or contact the administration of the program you that attended and ask them to search for your attendance record and forward that information to the Bursary Fund Committee.

**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.
- 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 on your application letter or email the Bursary Fund Committee at [BursaryCommittee@marymound.com](mailto:BursaryCommittee@marymound.com).