



ANNUAL BURSARY AND SCHOLARSHIP APPLICATION AND INTERVIEW PACKAGE

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ANNUAL BURSARY AND SCHOLARSHIP APPLICATION FORM

Application Deadline: March 1st

Last Name		First Name	
Address		City	
Phone		Postal Code	
Student Email:			
2nd Email:			
I will graduate OR graduated in: (year)		School Graduated from	
Current School/Univ/College			
Middle School(s)			
Elementary School			
Which post-secondary school(s) have you applied to?		Have you been accepted?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Which offer have you accepted?			
What is your anticipated career path?			

Some Scholarship/Bursary Funds have specific requirements for disbursement. If any of the following apply to you, please put a check in the box provided.

High School Applicants (funding application for first year of studies)

- Annette Fitch Memorial Fund:** French Immersion going into French programs at post-secondary
- John & BJ Pearson Fund:** RCMP Boot Camp attendee
- LeDuc Bursary Fund:** Member of St. Joseph's Catholic Church
- Mission Granite Club:** Priority for first-year post-secondary student followed by adult student in any field and who is a current and in good standing Mission Granite Club member or a Club member's immediate family.
- James Patty Special Education Fund:** Support post-secondary education pursuing studies and/or a career which benefits the mentally challenged or developmentally disabled.
- Attended Albert McMahon Elementary School:** What grades? _____
- LGBTQIA2S+ Community:**

First Year Post-Secondary Applicants (funding application for second year of studies)

- I received a Mission Community Foundation Scholarship in _____ (year)
- I am already taking Post-Secondary and wish to obtain 2+year funding

Definitions:

Bursaries are usually awarded where consideration is given to both academic achievement and financial need.

Scholarships are usually awarded based on academic achievement

Check List of Required Attachments

Please Refer to the *TIPS FOR COMPLETING YOUR APPLICATION* document when completing the attachments.

- Application Form** (this form): Typed responses only please.
- Transcript of Grades:** Required

Graduating this year:

- School District Transcript containing marks for grades 10, 11 and 12
- Already attending Post Secondary:
- Transcript of current grades
- Biographical Sketch: Up to 500 Words (Tell us about yourself, your goals, career prospects, and other interests.)
- Character Reference: (From employers, teachers, volunteer coordinators, sports coaches, event coordinators, and other professionals. Cannot be from a family member.)
- Bursary and Scholarship Applicant Acknowledgement
- Photo Waiver (attached to this package)

I hereby submit my application for your review. I certify that all information is accurate and has been dutifully signed by all parties involved.

(Signature of Applicant) (Date)

(Signature of parent or legal guardian*) (Date)

*Required if applicant is under 19 years of age

Application Deadline: March 1st

All applicants will be notified by email about the status of their application.



Bursary & Scholarship Applicant Acknowledgement

1. Please ensure the accuracy of contact information. (Email, phone, and addresses)
2. All applications must be typed.
3. All correspondence regarding your application will be sent through Canada Post & by email at scholarships@missioncommunityfoundation.org. (Please add this email to your contacts list to ensure no emails are missed :)
4. Applicants will be graded as follows:
30% grades; 10% Completion of Application; 60% Interview
5. Transcript of grades for graduating grade 12 students must include:
 - Ministry of Education District transcript of grades for years 10-12, **as well as**
 - Semester one grade 12 report card.
 - Applicants currently attending post-secondary must provide a current transcript (report card not required).
6. Character reference: Cannot come from a family member.
7. Please forward all inquiries to the Executive Director of the Mission Community Foundation either by email (scholarships@missioncommunityfoundation.org) or by phone 604-826-5322.

I have read and understand the terms as detailed above.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(For applicants under the age of 19 years)

Biographical Sketch and Picture - Tips

A biographical sketch is a personal document about you - who you are, what you care about, why you want to go into the field of study you've chosen, and/or why you want to explore different options before you settle on a post-secondary pathway.

Explain why you are applying for a Bursary or Scholarship (see definitions on page 3).

Examples are writing about your achievements, awards, volunteerism, leadership, sports and art activities, character strengths, values and beliefs, employment and commitments.

Please include a picture of yourself (school picture).



General Information Regarding the Interview Process

Students who proceed to the interview process will be assigned an interview date and time. If extenuating circumstances prevent you from attending this interview date/time, please contact the Mission Community Foundation Executive Director to reschedule.

The interview itself is quite short (10-15 minutes). The Committee will be asking 2 open-ended questions to learn more about you.

Questions will be asked pertaining to academic performance, career goals, post-secondary plans, volunteer work, extra-curricular activities, and life in general. The Committee can only adjudicate based on the information provided, so you are encouraged to share as much about yourself as you are comfortable with.

The Committee is looking for well-rounded applicants and community members, so expanding on these areas is encouraged (but not required) during your interview.

The intent of this revised process is to take the surprise element out of the interview process. However, due to time limitations, interviewees are **strongly encouraged** to prepare their thoughts in a precise manner to best present themselves.

Due to the nature of our interview process, we are unable to extend interviews beyond their time slots. On average, you should be prepared to talk about yourself for approximately 8-10 minutes. Should you feel that 10 minutes is not enough time to talk about your life and accomplishments, the **biographical sketch** portion of your application is a great place to put extra details.

Should you have any questions regarding the interview process or its format, please feel free to reach out to the Executive Director of the Mission Community Foundation, and your questions will be forwarded to and answered by our Scholarship Committee.



Personal Information Waiver and Permission Form

In accordance with the Personal Information and Electronic Documents Act, Mission Community Foundation must advise how personal information collected will be used and must receive your permission to share your personal information.

The Mission Community Foundation regularly posts pictures of Scholarship and Bursary recipients on the Mission Community Foundation website, Facebook page and X accounts. Additionally, photos are submitted to print media for publication.

In accordance with the above, the Mission Community Foundation requests permission to publish photos in the above manner.

- I grant Mission Community Foundation permission to use my photo in their publications as identified above.

- I DO NOT grant Mission Community Foundation permission to use my photo in their publications as identified above.

Signed this ____ day of _____, 20__.

(print name)

(Signature)

Letters of Recommendation Tip Sheet

Mission Community Foundation is here to help support students and families with the significant costs associated with post-secondary education by awarding Bursaries and Scholarships.

Letters of Recommendation should give an idea about the personal characteristics, strengths, and capabilities of the student to help the Scholarship/Bursary Interview Committee make decisions.

Family members cannot provide a Letter of Recommendation.

CONTENT

Opening paragraph: The writer should explain the relationship with the student.

Body of letter: The writer should provide specific information on the student as follows:

- Personal characteristics
- Specific areas of strength
- How the student interacts with others
- Exceptional skills, knowledge, experience, background

Closing paragraph: Summarize points and clearly state you are recommending the student for a Scholarship or Bursary.