



# Banff-Ledbury Bursary Application

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**Are you planning on pursuing  
a post secondary education?  
We invite you\* to apply for  
the Banff-Ledbury \$1000 Bursary**

**Deadline last Wednesday of Jun at 4 pm**

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## **The Banff-Ledbury Bursary**

The Banff-Ledbury Bursary has been created to promote and encourage low income students living within the designated catchment area (see map on bottom) to pursue a post-secondary education. The Banff Avenue Community House and its contributors are committed to ensuring all students have equitable opportunities to reach their personal success. Each year two qualifying recipients are awarded a \$1000 bursary to help off set the high costs of obtaining a post-secondary education at an accredited post-secondary institution for their full-time studies.

## **\*Eligibility**

- All low income students living in catchment area (see map) with financial needs, are encouraged to submit an application. Applicants living within the Banff- Ledbury social housing neighbourhood will be given an additional rating for location; however, this is open to all low-income students.
- Applicants must be pursuing full time studies for a post-secondary education leading to a degree, diploma, or apprenticeship at an accredited institute in Canada. For information about the accreditation of post-secondary institutes, please refer to the Canadian Information Centre at:  
<http://www.cicic.ca/664/post-sec.aspx?sortcode=2.16.22&s=1>
- All applicants must either be recent a high-school graduates entering their **first-year** of a **full time** post-secondary program or entering their second year of study.
- Applicants could apply more than once if you were not awarded a bursary with us in the previous years
- Applicants must be a landed immigrant, permanent resident, or a Canadian citizen.



# Banff-Ledbury Bursary Application

## Application

Application forms can be picked up at the Banff Avenue Community House (see below), or printed directly from this website, [www.banffcommunityhouse.ca](http://www.banffcommunityhouse.ca)

Please refer to the selection process for specifics to be included in your application.

Please submit the completed **application form** directly to the Banff Avenue Community House by mail or email all the documents through scanning at [info@banffcomhouse.ca](mailto:info@banffcomhouse.ca) or drop off at:

### **The Banff Avenue Community House**

c/o Sylvie Manser, Executive Director

2084 A-B Banff Avenue

Ottawa, ON, K1V 7X9

**The application deadline is the last Wednesday of June at 4:00pm.**

Successful applicants will be notified by July 31<sup>st</sup>

## The Selection Criteria

Selection criteria include but are not limited to:

- A legible, completed application form in English or French
- A typed essay (500+ words) outlining the following:
  - a) educational goals and career/personal aspirations;
  - b) Involvement in the community programs or volunteer experience)
  - c) Outline your need for financial support (personal and economical) circumstances
  - d) any information you feel may be relevant to your application.
- Two signed letters of references on letterhead including references contact information
- A copy of your High school transcript
- A confirmation of acceptance into a full time accredited post-secondary institution or trade program is required

## Decision Process

- A panel of a minimum of three persons associated with the Banff Avenue Community House will review and rate applications and award two bursaries.
- The 2 highest rating recipients will be granted a \$1000 bursary.
- An acknowledgment ceremony will be held in August to publicly announce the bursary recipients.

## Supporters

Laurentian Chapter



Generous donation from Lew Dicks, & Christian Love



# Banff-Ledbury Bursary Application

## Map of boundaries for bursary applications



South of Kilborn Ave.,  
North of Hunt Club Rd.,  
East of Bank St.  
And West of Conroy Rd.

Call us at 613-739-5702 or email [info@banffcomhouse.ca](mailto:info@banffcomhouse.ca) for more information.



# Banff-Ledbury Bursary Application

## Applicant's Name:

Surname	Given Name(s)
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## Address:

Street No.	Street Name	Apt. No.	
City	Province	Country	Postal Code
Is your residence subsidized? <input type="checkbox"/> Yes <input type="checkbox"/> No Examples; Ottawa Community Housing, Nepean Housing, Co-operative housing, etc)			

## Telephone / E-mail:

Home Telephone ( ) -	Cellular Telephone ( ) -
E-mail Address	

## Personal Information

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (Day/Month/Year)
Do you attend programming at the Banff Avenue Community House? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, which programs	

## Academic Information

Transcript included <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Date (Month/Year)
Type of Post-Secondary Institution you are planning to attend <input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Trade School <input type="checkbox"/> Other: (specify) _____	
Type of <b>Full time Program</b> you are planning to enter <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Apprenticeship	



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Name(s) of Post-Secondary Institutions you applied to 1. _____ 2. _____ 3. _____	Major Area of Study 1. _____	Full Time <input type="radio"/> <input type="radio"/> <input type="radio"/>	
	2. _____		
	3. _____		
Expected Start Date (Month/Year)			

**NOTE: Please include a confirmation of acceptance into a full time accredited post-secondary institution with your application**

## Financial Information

### Financial Assistance / Employment Status

Are you applying for or receiving any other financial assistance? (bursaries, student loans, scholarships, RESP etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide detailed information on the next page	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Employment <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual
Are you planning to work while attending school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where will you be residing during the school year? <input type="checkbox"/> Home <input type="checkbox"/> On Campus <input type="checkbox"/> Other
How are you planning to contribute or cover the cost of your post-secondary education?	

**Financial Information continued on the next page**



# Banff-Ledbury Bursary Application

Please complete this section as accurately as possible.

- i. All income and expenses should be the anticipated total amount for the school year.  
**September to June**
- ii. Under “Other Scholarships or Bursaries” do not include this bursary
- iii. Ensure that student loans are reported as an expense, not as an income.
- iv. Travel expenses are only applicable if you are attending an institution outside of Ottawa.

Once you have completed the “**Income**” and “**Expenses**” section, calculate their totals, then take the total income (**Box A**) and subtract the total expenses (**Box B**) to get the total for **Box C**.  
(**Box A – Box B = Box C**)

Expected income (for the coming school year)		Expected expenses (for the coming school year)	
Personal Savings	\$	Tuition and Fees (both semesters combined)	\$
Estimate Employment Income (1 year July – July)	\$	Books and Supplies	\$
Family Contribution	\$	Living Accommodations (Rent to landlord, utilities, etc.)	\$
Other Scholarships and Bursaries	\$	Travel costs (bus pass, gas, parking)	\$
RESP	\$	Food (for the school year)	\$
Other (specify)	\$	Medical Costs	\$
		Child Care	\$
		Other (specify)	\$
<b>Total Income (Box A)</b>	\$	<b>Total Expenses (Box B)</b>	\$
<b>Total (Box C)</b> (= Box A – Box B)		\$	

Are you considering applying for a student loan      YES      NO



# Banff-Ledbury Bursary Application

## Essay

Please type an essay (approx. 500 words) and attach it to this completed application form. The essay should:

1. Tell us about yourself, educational goals and your career aspirations (personal and future goals, etc.)
2. Tell us why you chose this field of study and your aspirations
3. Describe your leadership experiences/ extra curricular activities related to community involvement and/or any volunteer work. Please also include any experiences you may have with the Banff Avenue Community House. (not a prerequisite)
4. Tell us about your personal and economic circumstances. Include any information you feel may be relevant in the assessment of your application.

The essay is an important way in assessing your application, therefore be thorough when composing it and ensure it has a minimum of 500 words

**\* Applications received without an essay will not be considered.**

## References

Each applicant is required to provide at least **two signed letters of reference** to complete the application.

- i. Your reference(s) should be someone (other than family or friends) with a professional designation, such as your school principal, teacher, guidance counsellor, current or previous employer (1 per workplace), volunteer supervisor, or personal mentors.
- ii. Letter(s) of reference should include **their current contact information** and **must be signed and dated by the person(s) providing the reference.**

## Consent

I attest that the information provided is true, accurate and complete. I understand and accept the conditions and requirements related to this application.

Name (Print):

Signature:

Date (Day/Month/Year):

\_\_\_\_/\_\_\_\_/\_\_\_\_

## Authorization

If I am awarded a bursary, I authorize the Banff Avenue Community House to publish my name, and photo for publicity purposes.

Name (Print):

Signature:

Date (Day/Month/Year):

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# Banff-Ledbury Bursary Application

## Checklist

Please confirm that you have completed all the necessary steps for this application.

- Read the bursary information document
- Meet the eligibility requirements
- Completed every section of Banff Ledbury Bursary application
- Attached all of the necessary supporting documentation
  - An essay (500+ words)
  - At least **two signed letters of reference**
  - A photocopy of your most recent official school transcript
- A confirmation of acceptance into a full time accredited post-secondary institution is required
- Signed and dated your application

*Please double check to ensure your application is accurate and complete.  
Application deadline is the last Wednesday of June by 4pm*

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## Office use only

Application received by \_\_\_\_\_ Date received: \_\_\_\_\_