



Don Summerville Scholarship

Cultivating change, empowering lives

Application package 2024-2025

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About the scholarship program

The Don Summerville Scholarship program recognizes the commitment of Don Summerville tenants to bettering the world around them and cultivating change in their field of interest. This scholarship is intended for Don Summerville tenants of any age who aim to achieve any of the following achievements to build up or excel in their careers:

- A post-secondary degree from a Canadian college or university
- A training or academic certificate from an accredited Canadian educational institute or training school
- Completion of a single course from an accredited Canadian educational institute or training school

What does the program offer?

- The program offers scholarship awards valued **up to \$3,000** to cover tuition fees for **any program** at a post-secondary institute, educational, or training school including colleges, universities, career academies, or any accredited Canadian educational/training institutes. These programs can be full-time studies, part-time studies, or single course enrollment, either in- person, online, or hybrid.
- Additionally, a bursary of **\$500** is available to cover expenses such as textbooks, childcare, transportation, and other related costs.

How will the scholarship be paid?

Scholarship recipients are eligible to use their funds to pay tuition fees for several terms within one academic calendar year, including Fall 2024 and Winter 2025 terms.

Funds will be released to the educational/training institution upon proof of enrollment, and prior to the end of the first month of enrollment. This means by October 2024 for those in the Fall 2024 term, and by February 2025 for the Winter 2025 term. Bursaries will be directly released to the recipients

once all documents included in the “Scholarship Claim Package” have been submitted.

Who is eligible?

Tenants of Don Summerville who can answer **yes** to all the following:

- I am a relocated Toronto Community Housing Corporation (TCHC) tenant of Don Summerville (formerly 1555 or 1575 Queen Street East) with proof of good standing tenancy.
- I am entering or am currently enrolled in a post-secondary institution (college, university) or taking training courses from an accredited Canadian educational or training institution (career academy, trade school, etc.).
- I can demonstrate community involvement and/or leadership.
- I can demonstrate a need for financial assistance.

Note: Past recipients who are re-applying may receive up to a maximum of \$7,500 from the scholarship program throughout the revitalization period.

What is community involvement and/or leadership?

Community involvement is meaningful, consistent participation in activities that support and improve people’s well-being. A community may be geographic (building or neighbourhood) or based on shared experiences and interests (e.g. faith, social, or school group you are involved with).

When you take initiative, support, and work with others in your community you are involved in your community and are taking a leadership role.

Some examples:

- Since the start of high school, **A** has run art workshops for children and their parents each summer at the local community centre.
- **B** recently immigrated to Canada. He has not had an opportunity to volunteer here, but back home was active with a local charity that advocates for food security.

- **C** is a mother of three, cares about healthy nutrition and wants to share her experience with other mothers. Each month she runs a live event to share affordable recipes and tips, as well as a club at the local library where neighbors get together to talk about healthy food and self-care.
- **D** likes singing and performing at local events. Through her songs, she gives the message of hope, and encourages care and love for self, others, and the Earth.

Where can you find the application?

You can fill out or download the application on the following websites:

- TCHC website: torontohousing.ca/don-summerville-scholarship
- Applegrove Community Complex website: applegrovecc.ca
- Don Summerville Revitalization update website: queencoxwellrevitalization.ca

If you need a paper copy, a translation version of the application, or any other accommodation to complete the application, please contact TCHC Revitalization staff at dsrevitalization@torontohousing.ca or Minatallah Ali at **416-676-5439**, no later than **Friday, May 17, 2024**.

To access support for preparing your application, please see page 8.

When is the application due?

Friday May 24, 2024, by 5 p.m.

What needs to be submitted with the application?

To apply for the scholarship, please complete the attached application package from pages 9 to 21. The package includes:

- Application form
- Reference(s)

- Resume
- Most recent report card or academic transcript (if applicable)□
- Career and education plan
- Personal statement
- Budget and financial statement
- Application checklist
- Certification

Please submit a **full transcript** for the entire school year if you are in grade 12, or the transcript for the previous term or year if you are in post-secondary education. If this is not available or applicable to your situation, please contact TCHC Revitalization staff at dsrevitalization@torontohousing.ca or Minatallah Ali at **416-676-5439**.

How to fill out and sign your application:

- The application form is fillable online. Once it's completed, sign the form by adding your initials in the designated place.
- Once the form is completed and signed, download and save it.
- Supporting documents including resume, reference letter(s), report card/academic transcripts (or equivalent), and optional documents can be saved and sent as separate documents.
- You can either insert your Personal and Financial Statements in the designated boxes in the application form or send them as separate documents.

How to prepare your application package:

- Create a folder of all completed items.
- Make a compressed version of the file using WinZip or other trusted applications.

NOTE: You can download WinZip for free from their official website: www.winzip.com

The electronic application:

Email the zipped document to dsrevitalization@torontohousing.ca.

Paper application:

Alternatively, you can print the form and complete and sign it by hand, print all supporting documents, and prepare an application package. Please mail or deliver the completed application, in a sealed envelope to:

Attention: Amanda Simpson
Toronto Community Housing
931 Yonge St. 2nd Floor
Toronto, ON M4W 2H2

How are recipients chosen?

The Don Summerville Scholarship Program places a high value on individuals who are committed to their learning goals and accomplishments, have demonstrated leadership in their communities, and are committed to the betterment of society.

Recipients will be chosen by a Scholarship Review Committee and will be evaluated based on:

- Community involvement and/or leadership (see examples on page 5)
- Learning goals
- Academic accomplishments (if applicable)
- Financial need
- Workplace and volunteer experience (i.e. résumé)
- Education plan

Supports available

Virtual information session for interested applicants:

- Thursday, April 18, 2024, from 5:30 to 6:30 p.m.
- Meeting information:
 - Zoom link for the session: bit.ly/DSscholarship_2024_2025
 - Meeting ID: 868 1252 1641
 - Please check the meeting invite for dial-in information if you need to use a phone instead

One-on-One Support with the Application

Examples of support that is available from TCHC, Applegrove and Context are:

- Editing
- Filling in the electronic form
- Figuring out your budget
- Identifying a strong reference person
- Reviewing your personal and/or financial statement

If you face any barriers to submitting your application, have any questions about the application process or the scholarship program, need a translation or paper copy of the application, please contact TCHC Revitalization staff at dsrevitalization@torontohousing.ca or Minatallah Ali at **416-676-5439**.

1. Application form

By completing the section below, TCHC can use your information to improve the quality of our outreach efforts for future scholarship opportunities.

Personal Information

First name and middle name or initial: _____

Last name: _____

Date of birth (day-month-year): _____

Address (number, street name, city, and postal code):

Phone number: _____

Email address: _____

Name of the high school or learning institution you most recently attended:

Location of the institution (city/town and country):

Name of the educational or training institute you hope to attend in the coming year:

Address of the institute:

Program of study/courses:

Part-time Full-time

Please indicate your current educational situation (select all that apply):

- Mature student (over 29 years old/out of school for five or more years).
- First year post-secondary student.
- Currently enrolled in a post-secondary institution or training program.
- Other (please specify): _____

2. Reference

Please attach **up to two reference letters** (no longer than one page single-spaced) that outline:

- Your community involvement and contribution to your community/communities (This could be Don Summerville, a faith community, a school community, a cultural community, or any other group you consider to be your community)
- Your likelihood for success in your proposed program, which can include your commitment and any past achievements.

Please feel free to submit one letter only if you have a reference who can speak to both points above. Letters must be provided in English.

Note: It can take time to reach out to your references and get reference letters. We encourage you to start this process as soon as possible.

A sample letter is available upon request. Please contact TCHC Revitalization staff at dsrevitalization@torontohousing.ca or call Minatallah Ali at **416-676-5439**.

Who can be your reference?

Someone who knows you and is familiar with your academic, community, and/or work-related activities. Examples include a representative of your school or learning institution, a community agency, volunteer or work mentor, supervisor, or manager.

Reference #1:

Name: _____

Relationship to you: _____

Phone number or email address: _____

Reference #2:

Name: _____

Relationship to you: _____

Phone number or email address: _____

3. Resume/CV

Please attach a resume/CV that outlines your relevant work experience, including volunteer work.

4. Education plans

Please complete the education plan below:

Career goals

What program(s) are you applying for or enrolled in?

*If you are applying for multiple programs, please indicate **your first choice** and answer the questions below based on your first choice.*

What is total length of the program or course(s)?

For example, two years, one semester, etc.

Education required

What are the entry requirements of the program?

For example, high school diploma, specific work experience, portfolio, language test, etc.

Do you meet the requirements?

Which semester(s) will you use this scholarship for?

Scholarship recipients can use their funds within one academic calendar year, covering Fall 2024 and Winter 2025. Given this eligibility, select all the semesters for which you are planning to request your educational fund.

- Fall 2024 semester
- Winter 2025 semester

In total, how many courses will you be taking over this scholarship season (Fall 2024 to Summer 2025)?

Upon completion of the program/course(s), what will you receive?

- A diploma or certificate
- A college or university degree
- A license
- Accreditation
- Other (please specify) _____

Most Recent Education

What education have you completed to date? (select all that apply)

- High school diploma or equivalent, OSSD, GED
- Pre-apprenticeship/co-op
- Certificate/diploma for certain practice/skill
- College
- Bachelor's degree
- Other (please specify) _____

5. Budget and Financial Statement

This section will be evaluated based on review of two documents:

1. Budget

Please complete this budget plan for this scholarship season (6-month period: Fall 2024 to Winter 2025) outlining your expected sources of income, financial aid, and estimated expenses.

Estimated income (for 6-month period as outlined)	
Employment income	\$
Non-employment income (e.g. other scholarships, bursaries, grants)	\$
Family contributions	\$
Other (e.g. savings, Registered Education Saving Plan.)	\$
Total income	\$

Estimated education expenses (for 6-month period as outlined)	
Tuition and fees	\$
Textbooks and course supplies	\$
Student health and dental	\$
Travel expenses (gas, flight, etc.)	\$
Transit expenses (TTC, GO, etc.)	\$
Total education expenses	\$

Estimated living expenses (for you and your dependents, for 6-month period as outlined)	
Rent	\$
Groceries	\$
Childcare	\$
Other (please list):	\$
Total living expenses	\$

Summary of income and expenses (for 6-month period as outlined)	
Total income	\$
<i>Minus</i> Total education expenses	- \$
<i>Minus</i> Total living expenses	- \$
Estimated balance	\$

Subtract your total education and expenses from your total income for the estimated balance.

Estimated financial aid (for 6-month period as outlined)	
Ontario Student Assistance Program (OSAP) Financial Aid	\$
Non-OSAP Financial Aid	\$
Bank Loan/Line of Credit	\$
Total financial aid	\$

2. Financial statement

This is an important component of your application. Along with the budget, it helps the Scholarship Review Committee understand your financial need that may prevent or impede you from pursuing your studies or training.

On the next page, please use the box provided to describe your situation in **no more than 500 words** (approximately one page single spaced), addressing the following:

- **Why are you applying for this scholarship?**

Please explain how this scholarship helps you address any barriers or take advantage of any opportunities related to your education and/or training.

- **What is your plan to cover the cost of your education?**

Examples may include OSAP or other loans, savings, or employment. If you plan to work during the academic year or summer months, please elaborate on the average number of hours you expect to work. If you do not plan to be employed during the academic year, please provide your reasoning.

Note: The Scholarship Program acknowledges that the degree to which individuals may be able to work throughout their studies may vary.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to write their response to the question above.

Maximum words: 500

6. Personal statement

This is an important component of your application. It helps the Scholarship Review Committee understand who you are and why you should be awarded a Don Summerville Scholarship.

Please use the space provided (200-300 words) to write a response to each of the questions below.

- Tell us more about yourself. Please include how long you have lived in Don Summerville prior to being relocated, your future education/training and career goals, and explain how this scholarship will help you reach those goals and contribute to your community.

Maximum words: 300

- Tell us about some of the volunteer works, community involvement and/or leadership roles you have been a part of:

In the past five years, have you volunteered or been involved in any community initiatives as a leader or supporter? Please refer to the examples of community involvement and leadership on page 4.

Yes No

If you answered 'yes,' please explain where and when you were involved, and what your role was/is. Please mention any experience you have specifically volunteering in Don Summerville, in addition to any other community involvement you may have had.

If you have not been involved in any community initiatives within the past five years, please elaborate on any volunteer work you have done at any time in your life.

Maximum words: 200

Please provide the approximate frequency of your work for each experience you mentioned in the previous question (for example, is it a one-time event, once a week, once a month, or once a year?).

Maximum words: 200

7. Application checklist

Please review this checklist carefully to ensure a complete application package is submitted. **An incomplete package will NOT be considered.**

- Completed application form (pages 9 to 19)
- Signed Certification (page 20 and 21)
- Up to two reference letters (please attach)
- Most recent report card/academic transcript or equivalent documentation
- Resume (please attach)
- Completed Personal Statement
- Completed Budget and Financial Statement
- Additional materials (optional): you may attach additional relevant visuals and supporting documentation related to your community involvement and/or leadership. This can include awards or certifications, newspaper clippings, letters of support, samples of work and relevant audio or video recordings.

8. Certification

Please read and make sure that you understand and agree with the following:

I certify the above information is accurate and complete and I understand that any false or incomplete information may invalidate my application.

I accept that scholarship decisions may only be made by the Don Summerville Scholarship Program Scholarship Review Committee and are final.

I understand that scholarship funds will only be granted to me when:

- I submit **all of the documents** included in the “*Scholarship Claim Package*,” **AND**
- I provide **proof of enrolment** in a recognized Canadian post-secondary program or educational and training program/course. This proof should include the **program timetable** and an **invoice** from the institution.

Should I be awarded a scholarship, I agree to:

- Submit a biography and photograph of myself.
- The public release of my name, biography, and photograph. If you have questions about this, please contact TCHC Revitalization staff at dsrevitalization@torontohousing.ca or Minatallah Ali at **416-676-5439**.

I understand that:

- Requests for scholarship deferrals will not be granted, and scholarships must be accepted (via email) **no later than Thursday, August 8, 2024, at 5 p.m.**
- Funds will be released either upon proof of enrollment, and **prior to the end of the first month of enrollment.**

I understand that if I am a scholarship recipient, I intend to:

- Attend the scholarship awards ceremony.
- Attend one Tenant Advisory group meeting.
- Be active with at least one Don Summerville initiative:
 - promotion of the next scholarship program
 - volunteer at a Don Summerville community project or event
 - join the Tenant Advisory group
 - create my own project or event

Signature of Applicant
(Please insert your initials)

Date (mm/dd/yy)

Privacy notice

The personal information requested on this form is collected under the authority of the *Housing Services Act, 2011* and *s. 28(2) of the Municipal Freedom of Information and Protection of Privacy Act*. The information will be used for the purpose of administering and planning outreach efforts for Don Summerville Scholarships and general administrative purposes. If you have any questions about the collection of this information, please contact, William Mendes, William.Mendes@torontohousing.ca or **416-678-3439**.