

GENERAL ORIENTATION



BUILDING OUR FUTURE

LIMITLESS HEIGHTS SCHOLARSHIP

This program recognizes the commitment of resident leaders of all ages who have been involved in community development initiatives and have made significant contributions to the Lawrence Heights and Neptune communities.

What does the program offer?

- Up to \$3,000 scholarship to cover tuition fees for any full-time program at a recognized postsecondary education or training school (i.e., college, university, career academy and trade school)
- A \$300 bursary to cover additional costs, including books, lab fees, transportation and/or childcare

Who is eligible?

Toronto Community Housing (TCH) Tenant of the Lawrence Heights and Neptune communities who can answer “**YES**” to all of the following:

- ✓ I am a current or relocated **Toronto Community Housing (TCH) tenant** (due to ongoing revitalization) of Lawrence Heights or Neptune community with proof of residency. My household is in good tenancy standing.
- ✓ Entering or currently enrolled in a full-time postsecondary institution (public or private), taking a training course (college, university, career academy and trade school) or enrolled in a degree/diploma program.
- ✓ Able to demonstrate a need for financial assistance.
- ✓ Not a past recipient of the *Building our Future: Limitless Heights Scholarship Program*.

When is the application due?

Friday, May 24, 2019 at 12 p.m. – see page 10 for submission details

To ensure that the panel selects a diverse group of scholarship recipients, choose from one of three categories below that best reflect your current educational situation:

- First year postsecondary student (Starting September 2019)
- Currently enrolled in a postsecondary institution
- Mature student (over 21 years and out of school for two or more consecutive years)

How are winners chosen?

The *Building our Future: Limitless Heights Scholarship Program* places a high value on community leadership and involvement, academic goals and accomplishments, volunteer and work experience as part of attaining your long term education and careers goals.

Winners will be chosen by an impartial committee and will be evaluated based on:

- Leadership and involvement in the community
- Academic goals and accomplishments
- Workplace experience (résumé)
- Personal statement
- Clear outline of career and educational goals
- Financial statement

To apply for the scholarship, please complete the attached application package from pages 3 to 9. The package includes the application form, reference, résumé, academic transcript, career and education plan, budget and financial statement, biography and the application checklist

1. APPLICATION

Personal Information

Last name: _____

First name and middle name or initial: _____

Sex: Male Female Self-identify

Date of birth (Year/Month/Day): _____

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

Phone number: _____

Email address: _____

Name and address of high school or learning institution currently attending
(if applicable):

Name, address, phone number and email address of employment support
or resource counsellor (if applicable):

Name and address of a recognized Canadian postsecondary educational
or training institute (i.e. college, university, career academy and trade
school) you hope to attend in the upcoming academic year:

Program of study: _____

2. REFERENCES

Please attach one reference letter (no longer than two pages or one page double-sided) that outlines your involvement as a community leader or your participation in community building initiatives, your academic goals or your work experience and that speaks to the likelihood of success in your chosen postsecondary career.

Note: This reference letter must be from a representative of your school or learning institution, a community agency or resource/employment counsellor/case worker.

Reference name: _____

Relationship to you: _____

Phone number: _____

3. RESUME

Please attach a résumé that outlines your relevant work experience, including volunteer work.

4. TRANSCRIPT

Please attach an official academic transcript from a recognized school if you have graduated from a high school in the last four years.

5. CAREER AND EDUCATION PLAN

Please complete the career and education plan below with a school or employment resource counsellor.

| | | |
|--------------------------------------|---|--|
| Career goals | <ul style="list-style-type: none"> • What is your chosen career field? | |
| Market research | <ul style="list-style-type: none"> • How much will you make: salary, hourly? | |
| | <ul style="list-style-type: none"> • Upon completion of program, what are the potential entry level positions available? | |
| Education or training needed | <ul style="list-style-type: none"> • What are the entry requirements of the program? Do you meet the requirements? Are there entrance exams and/or specific courses that you need? | |
| | <ul style="list-style-type: none"> • How long is the program (1, 2, 3 or 4 years)? | |
| | <ul style="list-style-type: none"> • Upon completion of program, will you receive a diploma, certificate, degree, license, and/or accreditation? | |
| Current education or training | <ul style="list-style-type: none"> • What have you completed to date? Ontario Secondary School Diploma (OSSD), pre-employment training, certificates, etc. | |

6. BUDGET AND FINANCIAL STATEMENT

Please complete the enclosed budget plan for the upcoming academic year (eight months) outlining your expected sources of income and your projected expenses. Also, attach a typed paragraph outlining your current financial need, any additional sources of funding you may receive and any circumstances that may affect financial stability during your studies.

| ESTIMATED INCOME | |
|--------------------------|---------------|
| Category | Amount |
| Employment Income | |
| Non-employment Income | |
| Family Contributions | |
| OSAP Financial Aid | |
| Non-OSAP Financial Aid | |
| Bank Loan/Line of Credit | |
| Other | |
| TOTAL INCOME = | |

| ESTIMATED EDUCATION EXPENSES | |
|-------------------------------------|---------------|
| Category | Amount |
| Tuition and Fees | |
| Textbooks and Course Supplies | |
| Student Health/Dental | |
| Travel Expenses | |
| Transit Expenses (TTC, GO, etc.) | |
| TOTAL EDUCATION EXPENSES = | |

| SUMMARY OF INCOME AND EXPENSES | |
|---------------------------------------|---------------|
| Category | Amount |
| Total Income | |
| Total Education Expenses | |
| Total Living Expenses | |
| ESTMATED BALANCE = | |

**Subtract your total education expenses and total living expenses from your total income to get your estimated balance.

7. PERSONAL BIOGRAPHY AND PHOTO

Please provide a biography (one paragraph). These materials will be included in the scholarship awards event program should you be selected as a recipient of the scholarship.

The following will help you to prepare your biography:

- What is your name?
- What is your community name and how long have you lived there?
- Highlight some of the community and leadership activities you have participated in.
- What academic institution will you be attending?
- What are your future academic and career goals?

Important:

- Please note that your biography may be altered to meet formatting requirements before final printing.

8. APPLICATION CHECKLIST

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

- Completed and signed application form (pages 3 to 9)
- One reference letter – please attach
- Résumé – please attach
- Official academic transcript (high school graduates up to four years) – please attach
- Detailed career and education plan (included) developed with an employment or resource counsellor – see pages 4 and 5
- Personal statement – written statement (no longer than one paragraph) highlighting your leadership roles in the community or your participation in **community building activities, your academic goals and achievements** or how your **work experience** has help contributed to the Lawrence Heights or Neptune communities. Please highlight any barriers that may have prevented you from attaining postsecondary education.
- Budget and financial statement - completed budget outline (included) and a typed paragraph outlining your current financial need, how you are preparing financially for school and how this scholarship will address your need.
- Biography (one paragraph) and one headshot photo
- Additional materials (optional) - you may attach additional relevant visuals and supporting documentation related to your community involvement, leadership or community certifications, including but not limited to newspaper clippings, letters of support, samples of work and relevant audio or video recordings.

CERTIFICATION

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

- I certify that the above information is accurate and complete and understand that any false or incomplete information may invalidate my application.
- I accept that scholarship decisions may only be made by the *Building our Future: Limitless Heights Scholarship Program* selection 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
 - Present proof of enrolment in a recognized Canadian postsecondary educational program for the upcoming academic year.
- I agree to the public release of my name, biography and photograph should I be awarded a scholarship.
- I understand that requests for scholarship deferrals will not be granted and that scholarships must be claimed no later than **January 31, 2020**.
- I understand that if I am a recipient of the *Building our Future: Limitless Heights Scholarship*, I will be required to attend sessions with Lawrence Heights Toronto Community Housing staff to discuss opportunities for me to continue involvement in future community building activities and economic opportunities through revitalization.

Signature of applicant

Date

APPLICATION DEADLINE

The deadline to submit your application is **Friday, May 24, 2019 at 12 p.m.**

Please mail or deliver completed applications, in a sealed envelope to:

Attention: Adela Dushaj
Toronto Community Housing
Development Division
931 Yonge St.
Toronto ON M4W 2H2

Note: Applications submitted in person can be left with staff at the reception desk.

If you have any questions about the application process or the scholarship program, please visit the **Revitalization Office at 37 Varna Dr.** or contact **Vanessa Solorzano at 647.461.1065** or email Vanessa.Solorzano@torontohousing.ca.

INFORMATION SESSIONS

Information sessions for applicants will be held on the following dates:

Tuesday, April 11, 2019
155 Neptune Drive
Community Room,
1 p.m.

Tuesday, April 11, 2019
37 Varna Drive
Board Room
6 p.m.