

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 this 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 (TCHC) tenants 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 (TCHC) tenant (due to ongoing revitalization) of Lawrence Heights or Neptune community with proof of tenancy.
- ✓ Entering or currently enrolled in a full-time or part-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?

Scholarship applications are due by **Friday, July 3, 2020 at 4 p.m.**, please see page 12 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 2020)
- Currently enrolled in a postsecondary institution
- Mature student (over 21 years and out of school for two or more consecutive years)

How are the recipients 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
- Work 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 11. 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. Your reference should be current (written at least within the last 3 years) and should describe specific ways in which the candidate fulfills the criteria for the scholarship.

Referee name: _____

Relationship to you: _____

Phone number: _____

3). RÉSUMÉ

Please attach a résumé that outlines your relevant work experience, including volunteer work. Resume must be up-to-date and complete.

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	What is your chosen career field?	
Market research	How much will you make: salary, hourly?	
	Upon completion of program, what are the potential entry level positions available?	
Education or training needed	What are the entry requirements of the program? Do you meet the requirements? Are there entrance exams and/or specific courses that you need?	
	How long is the program (1, 2, 3 or 4 years)?	
	Upon completion of program, will you receive a diploma, certificate, degree, license, and/or accreditation?	
Current education or training	What have you completed to date? Ontario Secondary School Diploma (OSSD), pre-employment training, certificates, etc.	

6). PERSONAL STATEMENT

Please prepare a written statement below (no longer than two paragraphs) 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.

Include frequency/length of your community involvement and description of your leadership. Please highlight any barriers that may have prevented you from attaining postsecondary education. Explain how you overcame (or are currently overcoming) these challenges.

7). BUDGET

1. Please complete the budget plan below for the upcoming academic year (eight months) outlining your expected sources of income, financial aid, living expenses and your projected expenses.

ESTIMATED INCOME	
Employment Income	\$
Non-employment Income	\$
Family Contributions	\$
Other	\$
TOTAL INCOME =	\$

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

ESTIMATED LIVING EXPENSES	
Rent	\$
Groceries	\$
Other (please list):	\$
TOTAL LIVING EXPENSES =	\$

SUMMARY OF INCOME AND EXPENSES		
Total Income come (<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	
OSAP Financial Aid	\$
Non-OSAP Financial Aid	\$
Bank Loan/Line of Credit	\$
TOTAL FINANCIAL AID =	\$

8). FINANCIAL STATEMENT

2. In one paragraph, please outline your current financial need, including any additional sources of funding you may receive and any circumstances that may affect financial stability during your studies.

9). BIOGRAPHY

Please provide a biography (one paragraph). This will be included in the scholarship announcement (which will be made public) 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.

10). 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 11)
- 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 page 5
- Personal statement – see page 6
- Budget plan 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)
- 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.

11). 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 made by the *Building our Future: Limitless Heights Scholarship Program* selection committee 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, 2021**.
- 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

12). SUBMISSION

The deadline to submit your application is **Friday, July 3, 2020 at 4 p.m.** Please follow instructions below for submitting completed applications.

1. **Create a Folder** - Save each document (i.e. application, transcription, reference, etc.) in one file folder. If you don't know how to create a new folder, please visit this web page: <https://support.office.com/en-us/article/Create-a-new-folder-cbbfb6f5-59dd-4e5d-95f6-a12577952e17>
2. **Name File** - Please include your last name in the file name (e.g. Lastname – LH Scholarship.doc). Keep the file name simple; do not make the file name too long.
3. **Zip File** – Your application will include multiple documents. Please compress multiple files into one **.zip file** to upload. If you don't know how to compress multiple files into a single .zip file, please visit this web page: <http://windows.microsoft.com/en-ca/windows/compress-uncompress-files-zip-files#1TC=windows-7>
4. Please email completed applications to: lawrenceheights@torontohousing.ca,
Attention: Limitless Heights Scholarship Selection Committee

If you have any questions about the scholarship program, application process or how to submit your completed application, please email **Shane Bourne** at Shane.Bourne@torontohousing.ca or call **647-654-8639**.

ONLINE INFO SESSION

Applicants can attend our online information sessions for more information regarding the scholarship and application process:

Thursday, June 4, 2020

11 a.m. and 6 p.m.

Email lawrenceheights@torontohousing.ca for details.