

## GENERAL INFORMATION



## Building our Future

# Limitless Heights Scholarship Program 2016/17

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?

Residents of the Lawrence Heights and Neptune communities who can answer 'yes' to all of the following:

- ✓ I am a current or relocated resident (due to ongoing revitalization) of Lawrence Heights or Neptune community with proof of residency. My household is in good tenancy standing.
- ✓ Entering my first year or currently enrolled in a full-time postsecondary education or training program (college, university, career academy and trade school).
- ✓ 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?

**Monday, May 16, 2016 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 2016)
- Currently enrolled in postsecondary school
- 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 form

## 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 & 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. Reference

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 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. Résumé

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

## 4. Official academic transcript

Please attach an official academic transcript from recognized school if you 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.

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

## 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 to the application package 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.

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

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

<b>SUMMARY OF INCOME AND EXPENSES</b>	
<b>Category</b>	<b>Amount</b>
Total Income	
Total Education Expenses	
Total Living Expenses	
<b>ESTIMATED BALANCE =</b>	

\*\*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) and one digital colour headshot. These materials will be included in the scholarship awards dinner 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.
- A digital colour headshot can be a passport photo, school photo or any close-up photo you are comfortable with. We can also arrange to have your photograph taken if you are not able to provide one.

## 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 two pages or one page double-sided) 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, 2017**.
- 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.

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Signature of applicant

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Date

## Application deadline

Monday, May 16, 2016 at 12 p.m.

Please mail 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 contact Rayon Reid-Brown at **647-468-4035** or email [Rayon.Reid-Brown@torontohousing.ca](mailto:Rayon.Reid-Brown@torontohousing.ca).

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

- **Thursday, April 7, 2016**  
37 Varna Drive  
6 to 8 p.m.
- **Thursday, April 14, 2016**  
155 Neptune Drive  
6 to 8 p.m.
- **Thursday, April 21, 2016**  
37 Varna Drive  
10 a.m. to 12 p.m.
- **Thursday, April 28, 2016**  
155 Neptune Drive  
10 a.m. to 12 p.m.