

## 2019 Coquitlam Foundation Scholarship and Bursary Application Form - Instructions

Thank you for considering the Coquitlam Foundation scholarship and bursary program for help in furthering your education. The Coquitlam Foundation annually distributes scholarships bursaries, primarily to graduating high school students who are in need of financial support to continue their education. Adult learners are also welcome to apply.

While there are four bursaries and scholarships to choose from and you may submit a separate application for each, **only one will be awarded per student.** However, students may continue to apply each year of their studies if they have not yet been granted an award.

**Note: Bursaries must be claimed within three years or be forfeited. The application of this time limit is subject to the Foundation's consideration of any extenuating circumstances that may prevent the recipient's claim within the time period.**

**Deadline: The deadline for submissions is February 15, 2019 at 4:00pm.**

### How to Submit an Application

Your application must be emailed to the Coquitlam Foundation at [info@coquitlamfoundation.com](mailto:info@coquitlamfoundation.com) with this fillable PDF form. Submit your entire application and information **in no** more than 3 pdf files attached to your email. Use the words "2019 APPLICATION" in the subject line of your email. Applications that are submitted in any other file formats will not be accepted. You can expect to receive an email response within 3 business days acknowledging our receipt of your application.

**IMPORTANT NOTE:** The Coquitlam Foundation reserves the right to disqualify any applications that are incomplete, late in being submitted, illegible and/or do not otherwise follow the submission guidelines.

### Review Process

Applications are reviewed by a volunteer citizen-based committee appointed by the Coquitlam Foundation. Final decisions are ratified by the volunteer Board of Directors of the Coquitlam Foundation. Successful applicants will be notified in May, 2019 and will be invited to attend the Coquitlam Foundation Awards Celebration Evening at the Evergreen Cultural Centre on June 20, 2019 to accept their award.

The information that you provide in your application is required for assessment purposes only and is kept confidential by the Coquitlam Foundation and those involved in the assessment process.

## Bursary and Scholarship Options

Select one of the following four bursaries and scholarships to apply for

### 1. James Gordon Stewart Fund Scholarship      Select

In May of 2012, as directed by a very generous testamentary gift made by long-time Coquitlam resident James Gordon Stewart, the Coquitlam Foundation established the James Gordon Stewart Fund Scholarship. The scholarship is given annually to a deserving student(s) residing in the Tri-Cities Coquitlam and attending Simon Fraser University.

#### Eligibility

To be eligible for this scholarship the applicant must:

1. be a resident of Coquitlam, Port Coquitlam or Port Moody
2. attend Simon Fraser University
3. demonstrate financial need
4. have a history of school and community involvement
5. demonstrate academic success sufficient to enter post-secondary
6. begin designated studies within eight months of formal notification of selection, and
7. submit a written report upon completion of the applicable term of studies

## **2. Raymond A. LeClair Memorial Scholarship      Select**

In 1983, the LeClair family established a scholarship program in memory of Raymond A. LeClair, Manager of the Municipality of Coquitlam from 1967 to 1982. The scholarship is given annually to a deserving individual planning to pursue a career in the public service with priority given to those who pursue a career in public administration.

### **Eligibility**

To be eligible, the applicant must:

1. be a resident of the City of Coquitlam
2. demonstrate financial need
3. have a history of school and community involvement
4. demonstrate academic success sufficient to enter post-secondary
5. begin designated studies within eight months of formal notification of selection, and
6. submit a written report upon completion of the applicable term of studies

## **3. Coquitlam Foundation Bursary      Select**

The Coquitlam Foundation is proud of its 25 year history of encouraging and supporting a vibrant, sustainable, and healthy community. Our vision for the City of Coquitlam is a community where quality of life is enhanced by residents and organizations creating lasting legacies (building endowment funds) that support bursaries, scholarships and community grants.

### **Eligibility**

To be eligible, the applicant must:

1. be a resident of the City of Coquitlam (unless otherwise specified by a particular fund)
2. demonstrate financial need
3. have a history of school and community involvement
4. demonstrate academic success sufficient to enter post-secondary
5. begin designated studies within eight months of formal notification of selection (unless later commencement is approved by the Foundation)
6. submit a written report upon completion of the applicable term of studies

## **4. Trevor Wingrove Fund Bursary      Select**

The Trevor Wingrove Bursary Fund was established in 2013 in the memory of Trevor Wingrove, a long-time local lacrosse star and respected City of Coquitlam manager who died of cancer at the age of 42 in 2010. Bursaries are to be awarded for post-secondary education or training to a student-athlete who has played lacrosse with the Coquitlam Minor Lacrosse Association for at least two years. Winners must graduate from high school, have a good academic record, and exemplify some of the qualities that made Trevor Wingrove an inspiration on and off the lacrosse-box floor, including: leadership; performance; dedication, commitment and perseverance; and sportsmanship (respect for teammates, opponents, officials and self).

### **Eligibility**

To be eligible, the applicant must:

1. demonstrate financial need
2. have a history of school and community involvement
3. demonstrate academic success sufficient to enter post-secondary education
4. have played lacrosse with the Coquitlam Minor Lacrosse Association for at least two years
5. exemplify the qualities of leadership, performance, dedication, commitment and perseverance
6. begin studies at a recognized post-secondary institution within eight months of formal notification of selection (unless later commencement is approved by the Coquitlam Foundation)
7. submit a written report upon completion of the applicable term of studies

# APPLICATION FORM



<b>Last Name:</b>		<b>First Name:</b>	
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<b>Address:</b>	<b>Years Residing in Area:</b>	
Street address	<b>Telephone:</b>	
City	<b>Email:</b>	
Postal code		

<b>Citizenship Status:</b>	Canadian Citizen	Permanent Resident	Temporary Resident
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<b>High School:</b>			
<b>Year Graduated:</b>		<b>Student Number:</b>	

**If in Post Secondary complete the following:**

<b>Post Secondary Institution:</b>		<b>Entrance Year:</b>	
<b>Attendance:</b>	<b>Full time</b>	<b>Part-time</b>	<b>Student Number:</b>
<b>Program of study:</b>			

<p><b>Studying part-time but will not be working part-time:</b>                  If you are studying or plan to study part-time and you will not be working as well, please indicate reason. (50 words maximum)</p>
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**Career Goal:**

Insert your career goal and what drove you to choose this particular path (100 words maximum)

**Merit of applicant to receive this award - please comment on your school/community service, academic performance, and financial need:**

Insert why you believe you should receive this bursary (650 words maximum)

**How do you want to make a difference in the world?**

Describe in practical terms your desire to make a difference in your planned future sphere of influence. (275 words maximum)

**ADDITIONAL REQUIRED INFORMATION:**

Scan and include the following documents in pdf format as an addendum to this application:

- Completed form "Scholarship/Bursary Financial Information Addendum" (next page below)
- Your Resume
- Two letters of support indicating your ability to complete your planned studies
- Copy of most recent school transcript

Helpful tip: Draft your comments in a Word document and copy and past to this pdf. Watch you do not go over the aloted space.

I hereby declare the above information and all attachments to be correct to the best of my knowledge and authorize the Coquitlam Foundation to verify the information presented.

<b>Signature:</b>	<hr/> By typing your name here you are declaring all information provided is correct.
<b>Date (mm/dd/yyyy):</b>	

Your application must be emailed to the Coquitlam Foundation with this fillable PDF form. The Coquitlam Foundation email address is [info@coquitlamfoundation.com](mailto:info@coquitlamfoundation.com). Submit your entire application and information in no more than three pdf files attached to your email. Applications that are submitted in any other file formats will not be accepted.

# SCHOLARSHIP/BURSARY FINANCIAL INFORMATION ADDENDUM



Name: \_\_\_\_\_

**A. Resources:**

- 1. Savings \_\_\_\_\_
- 2. Summer Income (May-August) \_\_\_\_\_
- 3. Part time income during education term \_\_\_\_\_
- 4. Scholarships, etc., already won \_\_\_\_\_
- 5. Financial assistance from parent/guardian/spouse \_\_\_\_\_

Total resources: \_\_\_\_\_

**B. Estimated costs of first year or semester at post-secondary institution:**

- 1. Tuition fees \_\_\_\_\_
- 2. Books and supplies \_\_\_\_\_
- 3. Room and board \_\_\_\_\_
- 4. Transportation \_\_\_\_\_
- 5. Miscellaneous needs (clothes, etc.) \_\_\_\_\_

Net total resources-total costs: \_\_\_\_\_

**C. Other Supporting Individuals (e.g. parents, guardians, spouse, etc.):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Approximate annual support from these sources \_\_\_\_\_

**D. Any other special circumstances you wish to disclose.**

Please attach a separate sheet with more information, if necessary.

Student Name \_\_\_\_\_ Date \_\_\_\_\_  
mm/dd/yyyy

## **2019 Coquitlam Foundation Scholarship and Bursary Application Form Checklist**

Once you have completed your application come back to this checklist to ensure you have everything.

- I have saved the file in the same fillable PDF format.
- I have named the saved file with the following format  
*"Firstname\_Lastname\_2019\_Application.pdf"* for example,  
*"jane\_doe\_2019\_Application.pdf"*
- I have selected one of the scholarships or bursaries.
- I have properly filled out my contact information.
- I have typed my name where it says "Signature"
- I have completed Scholarship/bursary Financial Information Addendum.
- Including the Application Form, I am not attaching more than three files in PDF format to my e-mail.