

BUSINESS COMMUNITY
ANTI-POVERTY INITIATIVE
I N S A I N T J O H N

Bill Gale Bursary

GUIDELINES – March 2015

Background:

The Bill Gale Bursary was officially established, October 25th, 2010 by the Business Community Anti-Poverty Initiative (BCAPI). The Bursary serves to further the mission of BCAPI to substantially reduce poverty in Saint John; to help youth who have significant financial need to achieve their education; and to celebrate BCAPI's founder and long-serving chair - Bill Gale - for his extraordinary achievements in making poverty reduction a Saint John priority.

Purpose:

To provide financial assistance to greater Saint John residents who have completed high school and are in serious pursuit of post-secondary education but who are unable to access sufficient funding to begin, continue or complete their studies.

Eligibility:

Applicants must be a high school graduate and/or post-secondary student from Saint John who is registered, full time, in any program of an accredited post-secondary institution in New Brunswick. Any age is eligible.

The applicant must be recommended by a spokesperson from a local school or community organization or neighbourhood group who knows the applicant well, who agrees to be the applicant's sponsor throughout the full length of the study period that the Bill Gale Bursary is awarded, and can confirm:

- a. the potential of the student to complete their chosen post-secondary program;
- b. the financial need of the student; and
- c. the student has the support they require (from family, community and/or educational institution) to succeed.

Specific organizations will be invited to recommend and sponsor **one applicant, annually**, including:

- **Post-Secondary Schools:** New Brunswick Community College Saint John; UNB Saint John
- **High Schools:** Saint John High School, St. Malachy's High School, Simonds High School, Harbourview High School, Woodlawn Alternative Learning Centre, First Steps/Dr. Christine Davies Education Centre
- **PALS Community Schools:** Centennial School, Lorne Middle School, Hazen-White-St. Francis School, Prince Charles School, St. John the Baptist-King Edward School; Glen Falls School, St. Patrick's School

- **Community Organizations:** The Resource Centre for Youth, Saint John Boys & Girls Club, John Howard Society, Big Brothers-Big Sisters, Saint John Learning Exchange, Saint John YMCA, Women's Empowerment Network; Community Loan Fund.
- **Neighbourhood Groups** from: Crescent Valley, Old North End, Lower West Side, East Side, Lower South End, Waterloo Village

Organizations may recommend the same student, annually, including a student who has received a BCAPI bursary, in previous years.

Application Process:

Annually,

BCAPI will issue a notice and application package to the above-named organizations inviting their nomination. See attached application form.

May 15th will be the deadline for receipt of applications. Applicants must submit, with their application, a transcript of their most recent marks and a letter from the school they plan to attend that confirms acceptance. Sponsors must complete their portion of the application and are encouraged to assist their nominee with the full application.

By June 15th, BCAPI's Bill Gale Selection Committee will advise the BCAPI Executive of their decision.

By June 30th, BCAPI will award the bursary to the selected student(s), and then notify all the referral organizations of the decision.

BCAPI will publicly announce the bursary recipients, annually.

Bursary Amount:

Annually, BCAPI will determine the total amount of bursary funds available.

Annually, the Bill Gale Bursary Selection Committee, appointed by BCAPI, will determine the number of students who will be awarded a bursary and the amount per student.

The bursary amount per student will range from \$1,000 to \$4,000. The level of student's financial need will be considered. For example, a single parent, living independently, may require more funds than a single student who lives at home.

Applicable Uses of Bursary Funds:

Bursary funds, unless otherwise directed by the Selection Committee, will go directly to the post-secondary institution where the student is registered. Bursary funds can be used to contribute to what the student financially requires for their studies and that which the post-secondary institution deems eligible (e.g., tuition fees, books, etc.).

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2015 APPLICATION FORM – to be completed by Applicant

Name of Applicant:

Mailing Address:

Telephone:

Email:

Name of Post-Secondary Institution you are enrolled in (or have applied to):

Name of Program:

Please describe the program. Will you receive a certificate or diploma or degree? How many years is the program? And what year are you enrolled in? When do classes start and end?

What is your Household Status? *(Are you a single student living at home? Living independently with roommates or a partner OR living alone? Are you a parent, supporting a child or children?)*

Financial Information

Please give us your best estimate of your planned expenses and revenue amounts for each of the categories listed below, by term, and for the full year. Does your total revenue equal your total expense or is there an overall shortfall or surplus for the year?

Budget for the upcoming year (Sept 01, 2013 to August 31, 2014)				
Expense Items:	Term 1 Sept to Dec 2013	Term 2 Jan to Apr 2014	Term 3 May to Aug 2014	Total for the 3 terms/year
Tuition				
Registration/Application Fees				
Health Insurance				
Books and school supplies				
Computer, Printer and Internet costs				
Rent				
Utilities-heat, electricity, water & sewerage				
Telephone				
Clothing				
Transportation				
Food				
Entertainment (movies, sports, etc.)				
Toiletries and Laundry				
Other expenses – Please itemize:				
Total Expenses:				
Revenue Sources:				
Government Student Loan (s)				
Bursaries and/or scholarships				
Employment earnings/savings				
Parent/guardian/spouse contributions				
Other sources of income (please list):				
Total Income:				
Total Income Minus Total Expense for the Year. Overall shortfall or surplus.	\$			

Please don't hesitate to explain any of the financial information you provided, above, if you think an explanation would help us better understand your budget.

Have you applied for, or intend to apply for, a government student loan? If yes, please specify when.

Have you applied for, or intend to apply for other bursaries, scholarships and/or loans? If yes, please itemize.

Essay:

Please attach, to your application, your essay (absolute maximum of 800 words) that answers this question:

Why is post-secondary education important to you and why do you believe you will succeed?

Transcript of Marks

Please attach, to your application, a transcript of your most recent marks from the school you are currently attending (or last attended).

Letter of Confirmation

Please attach, to your application, a letter from the school you plan to attend that confirms you have been accepted.

Signature:

Date:

To Be Completed by the Sponsor Organization:

Name of the Sponsoring Organization:

Your Name (the Sponsor):

Your Position/Association with the Organization:

Your Contact Information :

Telephone:

Email:

Mailing Address:

The Name of the Student you are recommending for a Bill Gale Bursary:

Please describe your history with the applicant and why you believe the applicant meets the criteria for the Bill Gale bursary.

CRITERIA: The applicant must be recommended by a spokesperson from a local school or community organization or neighbourhood group who agrees to be the applicant's sponsor throughout the full length of the study period that the Bill Gale Bursary is awarded and can confirm:

- a. the potential of the student to complete their chosen post-secondary program,*
- b. the financial need of the student,*
- c. the student has the support they require (from family, community and/or educational institution) to succeed*

If a Bill Gale Bursary is awarded to this student, are you willing to be their sponsor and BCAP's contact person throughout the full length of the study period that the Bill Gale Bursary is awarded?

Signature:

Date:

Please send the completed application (with essay, most recent transcript of marks and acceptance letter from the school you plan to attend) by mail or email to:

Mail:

Bill Gale Bursary
Business Community Anti-Poverty Initiative
300 Union Street,
P.O. Box 5777,
Saint John, N.B.
E2L 4M3

Email:

chaperlin.monica@jdirving.com

*For more information, please contact,
Monica Chaperlin, BCAPI Coordinator,
Tel: 506.633.5588*

PLEASE NOTE: Your application must be complete for it to be considered.

DEADLINE for receipt of applications is MAY 15, 2015