

South and Central Almaguin Education Fund Application Guide

This application guide consists of 10 main components:

- A. [Program Overview](#)
- B. [Eligibility](#)
- C. [Application Requirements](#)
- D. [Submission Requirements](#)
- E. [Deadline](#)
- F. [Application Form](#)
- G. [Application Questions](#)
- H. [Reference Requirements](#)
- I. [Family Information](#)
- J. [Our Contact Information](#)

A. Program Overview

The South and Central Almaguin Education Fund is intended to support high school students who otherwise may not have the opportunity to attend a post-secondary education institution. Successful applicants will receive up to \$5,000 in funding.

The funding may be used for post-secondary tuition, books and school related expenses.

Successful applicants will have the funds deposited directly to their student account at their chosen accredited post-secondary institution, upon proof of enrolment at the accredited post-secondary institution, and provision of a student number. The post-secondary institution can be an accredited university, college, trade school or other accredited institution which leads to a degree, diploma or certificate upon completion. The post-secondary institution **must** be a registered charity or qualified donee as per CRA regulations. Most public institutions are, whereas private institutions are not.

B. Eligibility

To qualify for funding:

- ✓ The applicant must be a high school student, **residing** in South or Central Almaguin. This means that the applicant must reside in the following municipalities:
South Almaguin: Township of Armour, Village of Burk's Falls, Town of Kearney, Township of McMurrich/Monteith, Township of Perry, Township of Ryerson.
Central Almaguin: Township of Joly, Township of Machar, Municipality of Magnetawan, Village of South River, Township of Strong, Village of Sundridge, Local Services Board of Laurier, Ontario, Unincorporated Geographic Township of Lount.
Applications received from applicants that do not live in South or Central Almaguin will not be considered.
- ✓ Application to the fund is open to students attending high school **either** in Almaguin or Muskoka.
- ✓ The applicant must be furthering their education at a post-secondary level, which may include attendance at an accredited university, college, trade school or other accredited institution which leads to a degree, diploma or certificate upon completion.
- ✓ The post-secondary institution must be a registered charity or qualified donee as per CRA regulations. Most public institutions are, whereas private institutions are not.

South and Central Almaguin Education Fund Application Guide

C. Application Requirements

- ✓ The application must be filled out and signed by the student.
- ✓ The application must be signed by a parent or guardian if the applicant is under the age of 18.
- ✓ All questions must be answered **fully**. There are **16** questions.

Incomplete applications will not be considered.

D. Submission Requirements

Please submit the completed application and two (2) reference letters, by email, (preferred) **in PDF format only**, or mail, to:

Muskoka Community Foundation
PO Box 35, Bracebridge ON P1L 1T5
705-646-1220 info@muskokacommunityfoundation.ca

Applications received by email in a format other than PDF, will not be considered.

E. Deadline

Application deadline is **12 Noon, November 5, 2021**.

Applications received after this time will not be considered.

We will acknowledge that we have received your application.

Muskoka Community Foundation will notify successful applicants by December 3, 2021.

F. Application Form – what information is required

- ✓ Completely fill out the applicant's name: First Name, Last Name
- ✓ Fill in the applicant's Date of Birth: Month / Day / Year
- ✓ Completely fill out the applicant's physical home address, including the Postal Code
- ✓ Provide the applicant's complete mailing address, if this is different than the physical home address, including the Postal Code
- ✓ Provide the applicant's Home phone number and Cell phone number. If the applicant does not have either a Home phone number or a Cell phone number, please fill in the space with N/A (Not Applicable)
- ✓ Provide the applicant's Email Address
- ✓ Provide the name of the High School that the applicant is currently attending
- ✓ Provide the applicant's expected Date of Graduation from the High School that the applicant is currently attending: Month / Day / Year

G. Application Questions – what information is required

Below are the application questions and a short explanation of the answers required.

Incomplete applications will not be considered.

1. How did you hear about this fund?

We are interested in hearing how you found out about this funding opportunity. Did you hear about it from a teacher, from a parent, from a friend? Please be specific.

2. I will be / have applied to the following post-secondary institutions:

We need to know the names of the post-secondary institutions to which you intend to apply, or have already applied. The course of study that you want to pursue must be included. Also indicate whether or not you have been accepted, or if you have not yet received an acceptance confirmation from the post-secondary institution.

The post-secondary institution can be an accredited university, college, trade school or other accredited institution which leads to a degree, diploma or certificate upon completion. The post-secondary institution **must** be a registered charity or qualified donee as per CRA regulations. Most public institutions are, whereas private institutions are not.

South and Central Almaguin Education Fund Application Guide

3. Do you have a Student ID # from a post-secondary institution? No Yes If yes, please provide the name of the post-secondary institution and the Student ID #.

Post secondary institutions will provide their students with a unique student number upon acceptance. If you have received your student number, please provide this number to us. Successful applicants will have the funds deposited directly to their student account number.

4. Have you / will you apply for, or received any other Academic Awards, Scholarships, Bursaries? No Yes
If yes,
please provide the name of the award, date, and amount.

*Many students apply for other Scholarships, Bursaries, or Academic Awards. At the time of filling out this application to the South and Central Almaguin Education Fund, you may not have **yet** applied for other Scholarships, Bursaries, or Academic Awards, but you are **planning to apply** in the next few weeks.*

*If you are **planning to apply** for other Scholarships, Bursaries, or Academic Awards, or if you have already applied or received other Scholarships, Bursaries, or Academic Awards, answer “Yes” to this question, **and** provide the name of the award for which you are planning to apply or have applied, the approximate date you will be applying, or the date that you have applied, as well as the approximate **dollar amount** of the funds for which you may be eligible, or has been awarded to you.*

5. Have you or will you apply for Ontario Student Assistance Program (OSAP) funding? No Yes
If yes, how much OSAP funding will you request / have you requested?

*Many students apply for OSAP funding. At the time of filling out this application to the South and Central Almaguin Education Fund Application, you may not have **yet** applied for OASP funding, but you are **planning** to apply for OSAP funding.*

*If you are **planning to apply** for OSAP funding, or if you have already applied for OASP funding, answer “Yes” to this question, **and** provide the **dollar amount** of funding you will be requesting or have requested.*

6. Has your application for OSAP funding been accepted? No Yes
If yes, how much OSAP funding will you receive / have you received?

Answer “No” to this question if your application for OSAP funding has been declined.

*Answer “Yes” to this question if your application for OSAP funding has been accepted, **and** indicate the **dollar amount** of the funding you will receive or have received from OSAP funding.*

7. Do you have access to funds from a Registered Education Savings Plan (RESP)? No Yes
If yes, how much RESP income will you access for first year?

Many students have access to funds from an RESP.

*If you do **not** have access to funds from a RESP, answer “No” to this question.*

*If you **do** have access to funds from a RESP, answer “Yes” to this question, **and** indicate the **dollar amount** of the funds that you will be accessing for your **first year** at your post-secondary institution.*

South and Central Almaguin Education Fund Application Guide

8. What are your anticipated costs for tuition, room and board and books for the **first year**? Please specify:
\$ _____ Tuition \$ _____ Room & Board \$ _____ Books

*Fill in the anticipated dollar amount that you will be spending on Tuition, Room & Board, and Books during your **first year** at your post-secondary institution.*

9. How much funding are you requesting from the South and Central Almaguin Education Fund and how would you use the funds?

*We need you to provide us with the **dollar amount** of funds you are requesting from the South and Central Almaguin Education Fund. Also indicate how you would use the funds received from the South and Central Almaguin Education Fund.*

10. What are your plans if you are not successful in obtaining funding from the South and Central Almaguin Education Fund?

Let us know how you will come up with funds to pay for your first year of post-secondary education, should you not be successful in obtaining funds from the South and Central Almaguin Education Fund.

Questions 11-16 are to be answered *individually*, (ie: itemized), on a separate piece of paper.

11. Tell us about yourself, your family and the reasons behind your chosen course of study for post-secondary education and how you plan to use your post-secondary education.

We are looking for a short narrative about you, your family, what motivated you to chose the field you want to study at your post-secondary institution and how you plan to implement your post-secondary education.

12. Do you have a (part-time) job or volunteer position during the school year? If so, please tell us what you do.

We are interested in hearing about what any jobs or volunteer positions you may have had during the past or current school year.

13. Extra Curricular Activities: Describe any interests, sports, achievements or recognitions you have received.

We are interested in learning about your interests and achievements outside of school.

14. What did you do last summer?

Let us know if you had a job, and what did you do in your spare time

15. What other financial resources are available to you?

Let us know if you have any other ways of paying for your post-secondary education, other than OSAP, RESP.

16. How will this funding make a difference to you?

We are interested hearing about the impact this funding will have on your life.

South and Central Almaguin Education Fund Application Guide

H. Reference Requirements

- ✓ Two (2) reference letters **must** be provided:
 - One reference letter **must be** from a teacher.
 - The second reference letter **must be** from an employer, or from a representative of an organization of which you are a member or a volunteer, etc.
- ✓ Reference letters must be written on the letterhead of the organization that the writer represents.
- ✓ Reference letters must be signed by the writer.
- ✓ Reference letters must include the writer's contact information, including phone number and email address.
Applications received with reference letters that do not fulfill the above requirements will not be considered.
Muskoka Community Foundation may contact your references for follow up.

I. Family Information

*This section of the application is to be filled out and **signed and dated** by the applicant's parent or guardian, if the applicant is under the age of 18. The applicant must **also sign and date** the application.*

- ✓ Completely fill out the parent / guardian's name: First Name, Last Name
- ✓ Fill in the relationship to the applicant – Father, Mother, Guardian.
- ✓ Completely fill out the parent / guardian's physical home address, including the Postal Code.
- ✓ Provide the Parent / Guardian's complete mailing address, if this is different than the physical home address, including the Postal Code.
- ✓ Provide the Parent / Guardian's Home phone number and Cell phone number. If the Parent / Guardian does not have either a Home phone number or a Cell phone number, please fill in the space with N/A (Not Applicable).
- ✓ Provide the Parent / Guardian's Email Address.
- ✓ Parent / Guardian must sign and date the application.
- ✓ Applicant must sign and date the application.

Note: By signing this document, the applicant and / or Parent or Guardian:

- i. expressly acknowledges and consents to release of information as required by Muskoka Community Foundation regarding applications received, decisions made and other matters relating to the granting process and in accordance with the Personal Information Protection and Electronic Documents Act.***
- ii. states that the information provided on the application is true and accurate and that Muskoka Community Foundation may require supporting documentation be provided.***

J. Our Contact Information

For more information, please contact:

Lynn DeCaro, Executive Director
Muskoka Community Foundation
PO Box 35, Bracebridge ON P1L 1T5
705-646-1220 info@muskokacommunityfoundation.ca
www.muskokacommunityfoundation.ca

**All decisions by the Muskoka Community Foundation are final and not subject to review.
Approval of funding does not commit Muskoka Community Foundation to future funding.**



South and Central Almaguin Education Fund

The Muskoka Community Foundation (MCF) is inviting high school students residing in South and Central Almaguin to apply for post-secondary education funding. The fund is intended to support high school students, residing in South and Central Almaguin, who otherwise may not have the opportunity to attend a post-secondary education institution. Successful applicants will receive up to \$5,000 in funding.

The funding may be used for post-secondary tuition, books and school related expenses. Successful applicants will have the funds deposited directly to their student account at their chosen accredited post-secondary institution, upon proof of enrolment at the accredited post-secondary institution, and provision of a student number.

Eligibility: To qualify for funding:

- a) The applicant must be a high school student, **residing** in South or Central Almaguin¹. **(See footnote below)**
- b) Application to the fund is open to students attending high school **either** in Almaguin or Muskoka.
- c) The applicant must be furthering their education at a post-secondary level which may include attendance at an accredited university, college, trade school or other accredited institution which leads to a degree, diploma or certificate upon completion.
- d) The post-secondary institution must be a registered charity or qualified donee as per CRA regulations. Most public institutions are, whereas private institutions are not.

THE APPLICATION PROCESS

1. Complete the attached application – pages 2 and 3. **(Note: there are 16 questions)**
2. Provide 2 references – see page 3
3. Submit the application and references by email (preferred), **in PDF format**, or mail, to:

Muskoka Community Foundation
PO Box 35, Bracebridge ON P1L 1T5
705-646-1220 info@muskokacommunityfoundation.ca

APPLICATION DEADLINE: 12 Noon, November 5, 2021

Applications received after this time will not be considered for funding.
Incomplete applications will not be considered.

We will acknowledge that we have received your application, and we will contact you if we need additional information.

Muskoka Community Foundation will notify successful applicants by December 3, 2021.

**All decisions by the Muskoka Community Foundation are final and not subject to review.
Approval of funding does not commit Muskoka Community Foundation to future funding.**

For more information, contact:

Lynn DeCaro, Executive Director
Muskoka Community Foundation
PO Box 35, Bracebridge ON P1L 1T5
705-646-1220 info@muskokacommunityfoundation.ca
www.muskokacommunityfoundation.ca

¹ **South Almaguin:** Township of Armour, Village of Burk's Falls, Town of Kearney, Township of McMurrich/Monteith, Township of Perry, Township of Ryerson.

Central Almaguin: Township of Joly, Township of Machar, Municipality of Magnetawan, Village of South River, Township of Strong, Village of Sundridge, Local Services Board of Laurier, Ontario, Unincorporated Geographic Township of Lount.

South and Central Almaguin Education Fund Application Form

Applicant Information:

Name: First: _____ Last: _____ Date of Birth: _____
(mm/dd/yyyy)

Address: _____
(include Postal Code)

Mailing Address (if different): _____
(include Postal Code)

Home Phone: _____ Cell Phone: _____ Email: _____

High School currently attending: _____ Date of Graduation: _____
(mm/dd/yyyy)

1. How did you hear about this fund? _____
2. I will be / have applied to the following post-secondary institutions:
(Post-secondary institutions must be a registered charity or qualified donee as per CRA)
 - a) _____ Course of Study: _____
Accepted? No Yes Not yet heard
 - b) _____ Course of Study: _____
Accepted? No Yes Not yet heard
 - c) _____ Course of Study: _____
Accepted? No Yes Not yet heard
3. Do you have a Student ID # from a post-secondary institution? No Yes If yes, please provide the name of the post-secondary institution and the Student ID #: _____
4. Have you / will you apply for, or received any other Academic Awards, Scholarships, Bursaries? No Yes If yes, please provide the name of the award, date, and amount: _____

5. Have you or will you apply for Ontario Student Assistance Program (OSAP) funding? No Yes
If yes, how much OSAP funding will you request / have you requested? _____
6. Has your application for OSAP funding been accepted? No Yes
If yes, how much OSAP funding will you receive / have you received? _____
7. Do you have access to funds from a Registered Education Savings Plan (RESP)? No Yes
If yes, how much RESP income will you access for first year? _____
8. What are your anticipated costs for tuition, room and board and books for the **first year**? Please specify:
\$ _____ Tuition \$ _____ Room & Board \$ _____ Books
9. How much funding are you requesting from the South and Central Almaguin Education Fund and how would you use the funds?

10. What are your plans if you are not successful in obtaining funding from the South and Central Almaguin Education Fund?

South and Central Almaguin Education Fund

On a separate page, please respond to the following:

11. Tell us about yourself, your family and the reasons behind your chosen course of study for post-secondary education and how you plan to use your post-secondary education.
12. Do you have a (part-time) job or volunteer position during the school year? If so, please tell us what you do.
13. Extra Curricular Activities: Describe any interests, sports, achievements or recognitions you have received.
14. What did you do last summer?
15. What other financial resources are available to you?
16. How will this funding make a difference to you?

References

Please attach 2 reference letters that speak to your strengths, to this application. One reference letter **must be** from a teacher. The second reference letter **must be** from an employer, or from a representative of an organization of which you are a member or a volunteer, etc. **Please ensure that the reference letters are on letterhead, are signed and include the persons' contact information, including phone number and email address.**

Do you have questions? If so, please contact:

Lynn DeCaro, Executive Director
 Muskoka Community Foundation
 PO Box 35, Bracebridge ON P1L 1T5
 705-646-1220 info@muskokacommunityfoundation.ca
www.muskokacommunityfoundation.ca

Family Information: Name of Parent(s) / Guardian(s):

First: _____ Last: _____ Relationship: _____

Address: _____
 (include Postal Code)

Mailing Address (if different): _____
 (include Postal Code)

Home Phone: _____ Cell Phone: _____ Email: _____

Applicant Signature: _____ Date: _____
 (mm/dd/yyyy)

Parent / Guardian Signature: _____ Date: _____
 (listed above, if applicant is under 18) (mm/dd/yyyy)

By signing this document, the applicant and / or Parent or Guardian:

- i. **expressly acknowledges and consents to release of information as required by Muskoka Community Foundation regarding applications received, decisions made and other matters relating to the granting process and in accordance with the Personal Information Protection and Electronic Documents Act.**
- ii. **states that the information provided on the application is true and accurate and that Muskoka Community Foundation may require supporting documentation be provided.**

If any information is found, at any time, to be untrue, any funding provided will be required to be repaid in full.

APPLICATION DEADLINE: 12 Noon, November 5, 2021

Applications received after this time will not be considered for funding.
 Incomplete applications will not be considered.

**All decisions by the Muskoka Community Foundation are final and not subject to review.
 Approval of funding does not commit Muskoka Community Foundation to future funding.**