

JAMES AND SHIRLEY SYMINGTON FAMILY FUND BURSARY

TWO (2) AWARDS AT APPROXIMATELY \$2,500 EACH

**THE NUMBER OF AWARDS AND AMOUNT MAY CHANGE BEFORE THE CLOSING DATE*

About the Bursary

Jim and Shirley Symington established the Shirley & James Symington Donor Directed Endowed Family Fund Bursary in 2018 with the goal of assisting young people in our community pursue an education with reduced financial burdens. Jim grew up in Hurkett and Port Arthur, Ontario and Shirley grew up in London, Ontario. Both Jim and Shirley pursued a post-secondary education with Jim earning his Bachelor of Commerce and Shirley earning her Bachelor of Nursing - both receiving support in the way of bursaries. In 1976 Shirley and Jim moved to Thunder Bay and have been an integral part of the community ever since. As a result of their own experiences, Jim and Shirley wish to provide support to students who would otherwise have challenges pursuing a post-secondary education.

Introduction for Student Services

- The James and Shirley Symington Family Fund Bursary is open to **one** student from **Thunder Bay** and **one** student from the **District of Thunder Bay**. See goo.gl/q1oQvo for more details.
- Each school is asked to submit an **unlimited** number of qualified students for consideration by our Scholarship and Bursary Committee.
- **Students may not apply directly to the Foundation for this bursary.**

Important Dates

- Completed Applications to Student Services: **Friday April 12, 2019**
- Nomination from Student Services to TBCF: **Thursday April 25, 2019**
- Reception Date: **Thursday June 6, 2019**

Application Details

Section 1 – Check List (Please order the packages as follows)

- Bursary Application Form* – Your personal and contact information using the form provided on the website or by your student services office.
- Volunteer Activities Form* - A list of your community volunteer activities and work experience using the form provided on the website or by your student services office.
- Extracurricular Activities Form* – A list of your school related leadership and volunteer activities using the form provided on the website or by your student services office.
- Work Experience Form* - A list of any part time or summer jobs you may have had or now have using the form provided on the website or by your student services office.
- ONE reference from an adult in the community using the criteria in the *Reference Letter Details Form*.
- Essay in response to the question included in this information sheet in Section 3 using the *Essay Form* or following the formatting checklist using MS Word or other applicable word processor.
- High school transcript* along with this semester's mid-term marks (submitted by the guidance counsellor).
- Financial Need Form* – This demonstrates your financial need. Please use the form provided on the website or by your student services office.

Section 2 - Eligibility

- Applicants must be in their graduating year of secondary school.
- Applicants must demonstrate adequate academic performance.
- Applicants must clearly demonstrate financial need.
- Subsequent Eligibility: This bursary is available to past recipients going into each subsequent year of their post-secondary program. They will be eligible to receive up to another \$2,500 for each subsequent year of full time study, to a maximum total of four years, provided they continue to show financial need and also, that they have maintained a minimum of a C average in their first and subsequent years. They must inform the Thunder Bay Community Foundation by **February 15th** of their desire to apply for year two and subsequent years financial support and submit appropriate paperwork by **September 30th**.

Section 3 – Essay Details

Please answer the following using the formatting below:

Why have you chosen your field of study?

Formatting Checklist

Essays should be limited to ONE (1) page and be formatted as follows (or use the form available on the website titled Essay Form):

Header

- Title: Centered, bolded, Arial, Size 16
- Name of Student (Under Title): Centered, Arial, size 12

Normal Text (everything between the header and footer)

- Font Type: Arial
- Font Size: 11
- Line Spacing: single (0 pts before and after text)

Section 4 – Application Requirements (for Student)

- All nomination packages must be submitted by the applicant to Student Services by **Friday April 12, 2019**.

Section 5 – Application Requirements (for Student Services)

Original (1)	Copies (3)
<input type="checkbox"/> Scholarship Application Form (including original signature) <input type="checkbox"/> Volunteer Activities Form <input type="checkbox"/> Extracurricular Activities Form <input type="checkbox"/> Work Experience Form <input type="checkbox"/> Reference Letter(s) <input type="checkbox"/> Essay <input type="checkbox"/> Transcript <input type="checkbox"/> Financial Needs Form <input type="checkbox"/> Bound with paper clip	<input type="checkbox"/> Scholarship Application Form <input type="checkbox"/> Volunteer Activities Form <input type="checkbox"/> Extracurricular Activities Form <input type="checkbox"/> Work Experience Form <input type="checkbox"/> Reference Letter(s) <input type="checkbox"/> Essay

- All nomination packages must be received at the Community Foundation by **Thursday, April 25, 2019** from the school.
- Late applications will not be accepted. Unsigned or incomplete application packages will be disqualified.

Section 6 – Selection Process

The Community Foundation evaluates applicants in the following five areas:

Item	Weight
Academic performance	Pass/Fail
Financial Need	Pass/Fail
Involvement in school, community activities and work experience	40%
Reference letter	10%
Essay	50%

- Only successful applicants will receive notice from the Foundation.
- All decisions are at the sole discretion of the Board of Trustees and are final.

Section 7 – Obligations of Recipients

- Before payment the applicant must submit proof of full-time registration at a Canadian post-secondary institute (as per the eligibility criteria), their Social Insurance Number and proof of Indigenous ancestry (if required). The award is paid in one installment in **December of 2019**.
- Successful recipients must enter university/college in the year of their application.
- **Successful applicants must provide a photo for publication on the Community Foundation’s website and a brief summary of his or her academic plans.**

If you have any questions about this process, please contact the Thunder Bay Community Foundation Office at 475-7279 or visit the Foundation’s website at www.tbcf.org