



Advancing Change Educational Scholarship

Advancing towards higher education for a brighter future!

Boys & Girls Club
of East Scarborough

Application Deadline: March 15th and November 15th

***LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

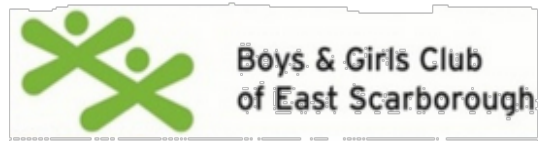
Required Documents for Application Checklist:

- Completed Original Application Form
- 2 Completed Letters of Recommendation Forms
- 2 Completed Letters of Recommendations (Attached)
- Final Report Card (if applicable)
- Updated Resume
- Essay (**500 Words Maximum**)
- Acceptance Letter from Post-Secondary Institution and/or;
- Official Certified Transcript

Signature of Applicant: _____

Date: _____

**Completed applications must be hand delivered or mailed to the
East Scarborough Boys and Girls Club located at 100 Galloway Road,
Scarborough, Ontario, M1E 1W7**



Advancing Change Educational Scholarship

Post-Secondary Scholarships

The intended outcomes of the ACE Scholarship Fund are threefold. First it is to encourage educational aspirations of students. Second, it is to help students develop skills that are consistent with lifelong learning principles and continuing professional development. And finally, it is to align the student's personal goals with the Club's strategies for widening neighbourhood participation in higher education.

Criteria for Scholarship Selection Committee

- The Boys and Girls Clubs of East Scarborough will offer post-secondary scholarships (apprenticeships, trades, colleges & universities) to eligible youth members. These scholarships, ranging from \$500 to \$5,000, will be distributed during the current academic year.
- Applicants must be applying to or enrolled in a part-time or full-time program at an accredited post-secondary institution (apprenticeships, trades, colleges & universities).
- Applicants must also be a member or former member of a Boys and Girls Club for a minimum of one year, and not be over 24-years-old at the time of application.
- The program chosen by the applicant must be at least one year long and the student can apply at any point during their post-secondary education.
- A minimum of two scholarships will be awarded during the winter and spring school semesters to youth who are pursuing post-secondary education.
- Full-time employees of the Boys and Girls Club are not eligible to apply, however, seasonal and part-time employees can apply.
- Past recipients are invited to apply; however, preference may be given to first time applicants.
- Youth will be required to submit a scholarship application with supplemental information.
- The Scholarship Selection Committee will review the applications and choose a minimum of two recipients per winter and spring semesters to receive scholarships.
- Recipients will receive their scholarship at an event planned by the Scholarship Selection Committee.
- Only scholarship applications submitted by the application deadline are eligible for consideration unless an exceptional circumstance is noted.

Operating Guidelines

- The annual deadlines for receipt of completed applications are **March 15th** and **November 15th**.
- Completed applications must be hand delivered or mailed to the East Scarborough Boys and Girls Club located at 100 Galloway Road, Scarborough, Ontario, M1E 1W7.

- Scholarships will be announced no later than June 15 and December 15 of each year.
- Renewal of scholarships: For consideration of scholarship renewals, candidates must reapply with a completed scholarship application and achieve “satisfactory progress” in their area of study. “Satisfactory progress” shall be interpreted to be at least a 2.75 cumulative grade point average in the student’s enrolled program.
- Scholarship shall be issued to the recipient’s account at the educational institution where they are enrolled.
- The ACE Scholarship is considered an outright grant with no payback required.
- The coordination of the ACE Scholarship Program shall be the responsibility of the Scholarship Selection Committee. An annual report of the activity of this Scholarship Selection Committee together with recommendations for its enhancement (within the purposes for which it is established) shall be made to the Boys and Girls Club of East Scarborough Board of Directors.
- The Scholarship Selection Committee and the designation of its chairperson will be the sole responsibility of the Boys and Girls Club of East Scarborough Board of Directors.
- The Scholarship Selection Committee shall consist of at least 5 members (2 youth, 1 resident and 2 Board members).
- The ACE Scholarship becomes active as of this date: September 8, 2014.

Conflict of Interest Guidelines

The Boys and Girls Club’s scholarship selection process is designed to avoid instances where potential conflicts of interest may arise, or situations where undue influence could be employed for the advantage of any scholarship applicant (“Applicant”).

A conflict of interest exists whenever a Scholarship Selection Committee member’s personal, professional, commercial, or financial interests or activities outside of the committee has the possibility - whether potential, real, or perceived - of (i) compromising the committee member’s judgment, (ii) biasing the nature or direction of selection of a scholarship recipient, (iii) influencing the committee member’s decision or behaviour with respect to selection of a scholarship recipient, or (iv) resulting in personal or a family member’s gain or advancement at the expense of the organization.

Any committee member who may have a potential conflict of interest with any applicant is required to announce that conflict of interest and excuse him or herself from the discussion and vote. Furthermore, a scholarship application candidate must (1) disclose his or her interest and (2) withdraw from the discussion and (3) abstain from voting on the selection of him or herself as a scholarship recipient.

A note about application deadlines:

ACE Scholarship application forms must be completed by the applicant and submitted to the ACE Scholarship Selection Committee by **March 15th** and **November 15th**

To find out more about the ACE Scholarship or to obtain applications, please visit our reception at 100 Galloway Road.



Boys & Girls Club
of East Scarborough

Advancing Change Educational Scholarship Fund Application Form

Advancing towards higher education for a brighter future!

Application Deadline: March 15th and November 15th

About the Applicant

Name: <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.	First:	Middle Initial:	Last:
Gender:	Date of Birth:	Membership # (if applicable):	
Address:		Postal Code:	
City:		E-mail:	
Phone #:		Student #:	

Educational Institution

At which accredited educational institution are you enrolled? Name: Address: What year are you currently in? : 1 2 3 4	Which program are you currently enrolled in? How long is your program?	Completed Certification Status: <input type="checkbox"/> O.S.S.D <input type="checkbox"/> GED <input type="checkbox"/> Mature Student <input type="checkbox"/> Previous College/University Type of Program: <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Apprenticeship
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<u>Program Category:</u>	<u>Includes:</u>
<input type="checkbox"/> Applied technology:	Architectural, Carpentry, Electrical, Plumbing, Welding
<input type="checkbox"/> Arts and Performance:	Dancer, Musician, Theatre Production, Acting, Fine Arts, Creative Arts
<input type="checkbox"/> Business and Management :	Accounting, Financial Services, Business Admin
<input type="checkbox"/> Community &Emergency Services:	Law Enforcement, Fire Fighter, Social Services
<input type="checkbox"/> Education:	Early Childhood Worker, Teacher, Professor
<input type="checkbox"/> Health Sciences:	Paramedic, Nursing, Kinesiology, Funeral Services
<input type="checkbox"/> Hospitality, Recreation &Tourism	Culinary Arts, Fitness& Health, Hotel&restaurant
<input type="checkbox"/> Information Technology:	Computer & Network support, Computer Programmer
<input type="checkbox"/> Law	Law Clerk, Lawyer, Court and Tribunal agent, Paralegal
<input type="checkbox"/> Liberal Arts	Cultural Studies, History, Social Sciences, Humanities
<input type="checkbox"/> Media	Advertising, Broadcasting, Journalism
<input type="checkbox"/> Medical Science	Dentist, Doctor, Optometrist, Veterinarian
<input type="checkbox"/> Sciences	Physics, Chemistry, Biology, Environmental
<input type="checkbox"/> Other _____	

Financial support you will be receiving for school year: From September to April or January to August

Source	Amount Received	Source	Amount Received	Total amount received
<input type="checkbox"/> Grants		<input type="checkbox"/> Family Contributions		
<input type="checkbox"/> Scholarships		<input type="checkbox"/> OSAP		
<input type="checkbox"/> Bursaries		<input type="checkbox"/> Employment		
<input type="checkbox"/> Loans		<input type="checkbox"/> Other		

Expenses for the School Year (school related only)

Expense	Cost		Expense	Cost		Total Expenses
<input type="checkbox"/> Tuition			<input type="checkbox"/> Accommodation			
<input type="checkbox"/> Books			<input type="checkbox"/> Transportation			
<input type="checkbox"/> Supplies			<input type="checkbox"/> Other (please specify)			

2 Letters of Recommendation **Two (2) recommendation letters: One from a school (e.g. guidance counsellor, resource teacher, school support staff) One from a previous/present employer or community organization attesting to your school and community involvement, extra curricular activities, or volunteer services. **Please attach Letters of Recommendations****

Recommendation #1 Name:
School Affiliation:

Recommendation #2 Name:
Employer/Community Affiliation:

Essay **Please attach a maximum 500 word essay that includes the following:**

- ✓ Tell us about yourself; How are you affiliated with the Club, and how has this involvement impacted you?
- ✓ Describe your community involvement; How has this impacted your life? How has it influenced you career goals?
- ✓ Why you are applying for the ACE Scholarship? Describe your financial need.
- ✓ What impact will this scholarship have on your pursuit of higher education?
- ✓ If awarded a scholarship, how will you fund the balance of your tuition for this and future academic years?
- ✓ Any additional information (skills, talents, awards, etc.,)

I, the applicant, sign that the information included in this application and all attached documents are true.

Signature of Applicant:

Date:

Essay Writing Tips

Step 1: Read the Essay Prompt Thoroughly

Many schools and other organizations that give out scholarships will give you a "prompt" or a question which the essay is supposed to address. Read the question or prompt carefully and try to "read between the lines." For example, the prompt you are to answer might be, "Describe a book that made a lasting impression on you and your life and why?" Ask yourself, "Are they really interested in my literary preferences or is there something more to this question?" More than likely, they want to get a better idea of who you are—not only what types of books you like but also what motivates you and what sorts of stories or topics interest you. They may also be interested in getting a sense for how promising a student you are based on the type of book you choose and what you have to say about it.

Tip: Always keep in mind that any scholarship essay question, no matter the topic, should demonstrate your interests, your background, and most importantly, highlight the experiences you've had that fit with the goals and mission of the funding organization.

Instead of being given a prompt, you might be asked to write an essay on the topic of your choosing. Although challenging, this is also an opportunity to demonstrate your creativity. Finally, if anything about the directions aren't clear, don't be afraid to contact someone at the funding organization and ask for clarification.

Step 2: Make a List of Important Points and Keywords to Include

Looking for sample essays?

Regardless of the essay prompt, you will want to make sure to include the important and relevant information about your experiences and background that makes you an ideal candidate for the scholarship award. To complete this step, it can be helpful to first research the organization to which you're applying and try to find their mission statement on their website. Circle a few key words from the mission statement and make sure to include those buzzwords in your essay.

Scholarship committees are not only looking for good students, they are often looking for a person that fits their organizational goals. You should gather your other application materials such as transcripts and [resumes](#) so you can review your qualifications as well as make note of what is missing in these materials that needs to be included in the essay.

For example, if you're applying for a general academic scholarship, you might want to talk about a specific class you took that really piqued your interest or inspired your current academic and career goals. The committee will see the list of the classes that you took on your transcript but they won't know how a particular class inspired you unless you tell them. The essay is the best place to do this. Your list of important points to make might also include:

- Any academic awards or other honors you've won.
- Any AP or college-level courses you took in high school.
- Any outside courses, [internships](#), or other academic experiences that won't necessarily appear on your transcript.
- Why your experience and the mission of the funding organization match.
- What you plan to [major in during college](#)/university and how you think that major will be useful to your future career goals.
- Any special training or knowledge you have, or a project you completed in school or as an extracurricular activity.
- An example of how you overcame a challenge, financially, personally, etc.
- Your financial circumstances that makes it necessary for you to finance your studies through scholarship money.

Step 3: Write an Outline or a Rough Draft

Not everyone likes to make an outline before they begin writing, but in this case it can be very helpful. You can start with your list of important points to begin writing the outline. For many, telling a story is the easiest and most effective way to write a scholarship essay. You can tell the story of how you found your favorite book, and how it has changed and inspired you. Start with large headings in your outline that describes the basic storyline. For example:

1. High school composition teacher recommended book
2. Read it over one weekend
3. Made me see the world around me differently
4. Inspired me to pursue a career in social justice

Now you can start filling in the subheadings with points from your previous list:

1. High school composition teacher recommended book
 - a. Favorite class in high school
 - b. Class opened my eyes to new ways of thinking
 - c. Teacher noticed my enthusiasm—recommended outside reading
2. Read it over one weekend
 - a. Was the first time I was so drawn in by a book, I read it very quickly
 - b. I realized my academic potential beyond getting good grades
3. Made me see the world around me differently
 - a. Started to look for jobs in social justice
 - b. Interned for a summer at a law firm doing pro bono work for the poor
 - c. This was a big challenge because I realized you can't help everyone and resources are limited
 - d. Overcame this challenge by knowing that small change can be big, and working hard in a field you are passionate about will inspire you everyday
4. Inspired me to pursue a career in social justice
 - a. The book is a constant source of inspiration and will keep me motivated as I pursue my career
 - b. The book will always remind me how people with limited financial resources can still make a huge difference in others' lives

Step 4: Write a Strong Statement that Summarizes Your Points

You will want to include one strong thesis statement that summarizes all the major points you will make in your essay. It is often easy to start writing with this simple statement. Your essay doesn't have to begin or end with the thesis statement, but it should appear somewhere in order to tie all the individual sections together.

For example, your thesis statement might be, "The Scholarship will contribute to my future goals by helping me finance my post-secondary education." Starting with this sentence can help you organize your thoughts and main points, and provide you with a direction for your essay. When you've finished your essay, be sure to reflect back on your thesis statement and ask yourself, "Does this essay further explain and support my thesis statement?"

Step 5: Fill in the Missing Parts

Now that you have a thesis statement, an outline, and a list of important points to include, you can begin to fill in the missing parts of your story. The first sentence is particularly important: it should capture the attention of the reader, and motivate him or her to continue reading. We recommend starting your story by painting a vivid picture of an experience about which you will be talking in the essay.

For example: "It is 6 am on a hot day in July, I've already showered and I'm eating breakfast. My classmates are all sleeping in and the sun has yet to awaken, but I'm ready to seize the day, as I couldn't imagine spending my summer any other way but interning at a local law firm that specializes in representing the poor. I work a typical 8-5 day during my summer vacation and nothing has made me happier. But I wouldn't be here if it weren't for one particularly savvy teacher and a little book she gave me to read outside of class."

Step 6: Rewrite, Revise, Rewrite

A good writer rewrites and revises his or her work many, many times. After getting a first draft on paper, take a day or two away from the essay and then come back to it with fresh eyes. Make appropriate edits for content, and pay attention to proper spelling and grammar. If need be, you might want to write an entirely new draft and then integrate the best of both into a final draft. Writing a new draft can inspire you to think of new ideas or a better way to tell your story. Some other tips to think about as you rewrite and revise:

- Make sure it sounds like your voice. You want the scholarship committee to feel like they are getting to know you. If you don't sound authentic, the committee will know. It is better to be yourself than to say what you think the committee wants to hear.
- Strike a balance between modesty and arrogance. You should be proud of your accomplishments, but you don't want to sound arrogant. Don't exaggerate a story; instead be clear about what you did and the impact it had and let that speak for itself.
- Check to make sure you are answering the prompt and fulfilling all other requirements of the essay as directed by the committee, such as font preference and word count limits.
- Don't just list your accomplishments; describe them in detail and also tell the reader how you felt during these experiences.
- A scholarship essay is not a dissertation. You don't need to impress the committee with big words, especially if you're not completely clear if you're using them correctly. Simplicity and clarity should be the goals.
- Make sure your essay will be read from the beginning to the end. Committee members won't dedicate much time to reading the essay, so you need to make sure they are given motivation to read the entire thing. If you are telling a story, don't reveal the end of the story until the end.
- Check to make sure the buzzwords from the mission statement appear. It is easy to forget the scholarship committee's goals as you write. Return to their mission statement and look for spots to place keywords from the statement. Be sure, however, that you're not copying the mission statement word-for-word.

Step 7: Have someone else read your essay

Ideally, you could give your essay to someone who is familiar with scholarship essays and the college admission process. If such a person is not available, virtually anyone with good reading and writing skills can help make your essay better. When your editor is done reading and you've looked over his or her notes, be sure to ask the following questions:

- Was the story interesting and did it hold your attention?
- Were there any parts that were confusing?
- Did you find any spelling or grammar errors?
- Does the essay sound like my voice?
- Does the essay respond appropriately to the prompt?
- Is there anything you would have done differently or something you thought was missing?

After having an editor (or two or three) look over your draft, it is time again to revise and rewrite.

Step 8: Refine the Final Draft

Once you feel satisfied with the draft, review it one more time and pay particular attention to structure, spelling, grammar, and whether you fulfilled all the required points dictated by the committee. If you are over the required word count, you will need to make edits so that you are within the limit. If you are significantly under the word count, consider adding a supporting paragraph.

Scholarship & Bursary Resources

- Scholarships Canada: <https://www.scholarshipscanada.com/>
- Yconic: <https://yconic.com/>
- Nahom Berhane Scholarship for Leadership and Inclusion: <http://www.nahom.org/about-the-scholarship/scholarship-application/>
- Government of Canada: <https://www.canada.ca/en/services/benefits/education/grants.html>
- **E Info:** <http://www.electronicinfo.ca/scholarships>
- Find My Scholarship: <http://www.electronicinfo.ca/scholarships>
- Ontario Scholarships: <https://www.ontarioscholarships.ca/>
- Universities Canada: <https://www.univcan.ca/>
- World Scholarships: <https://worldscholarshipforum.com/>
- Check your school's website; specific school scholarships/bursaries