



## Scholarship Application Guidelines

### INSTRUCTIONS

- Read the Application Guidelines carefully **before** you complete the Application Form.
- If you have any questions, please call the Westshore Community Foundation by telephone at 204-642-9796.
- Application Forms may be downloaded from our website: [www.westshorefoundation.com](http://www.westshorefoundation.com)

### Background

The **Westshore Community Foundation Inc.** wishes to assist students from the Foundation's district in pursuing and obtaining a post-secondary education. With that in mind, the **Westshore Community Foundation Scholarship and Bursary Fund** was created as permanent endowment fund to receive donations to support educational goals. The earnings from these funds will be distributed as scholarship/bursaries under the direction of the Westshore Community Foundation Board of Directors in accordance with the selection criteria and guidelines.

### History: Westshore Community Foundation Inc.

The Westshore Community Foundation Inc. (WCFI) was chartered in 1998 and received its first funds in May 1999 from the Johnson Memorial Hospital. The mission of the WCFI is to create and manage endowment funds where the capital is preserved in perpetuity. As the capital base expands, the earnings from this capital are distributed to scholarships/bursaries and grants to charitable organizations in the area of environment, heritage, sports and recreation, community service, health and education.

### APPLICATION DEADLINE

The deadline for the submission of applications is July 15 of each year. Fully completed application packages including the latest, original, "official," stamped academic transcript must be post-marked by July 15.

### Timing/Promotion & Selection of Scholarship/Bursary

- Advertisement for applications will be made in **April** of each year in the local newspaper and on the website: [www.westshorefoundation.com](http://www.westshorefoundation.com)
- Application deadline July 15.
- Successful applicants will be notified, in writing, in August.
- Awards will be presented publicly 1<sup>st</sup> Friday in October.

### The Applicant:

1. Shall be a graduate of the **Gimli High School** or the **Riverton Collegiate**
2. Shall be attending a recognized post-secondary institution to pursue academic studies.
3. Applications will be restricted to students who have completed a full year (a minimum 9 to 15 credit hours per term) within the previous academic year.
4. Shall provide proof of enrolment at a post- secondary institution.
5. Preference will be given to applicants who have not previously received a WCF scholarship.
6. Preference will be given to applicants who;
  - Can demonstrate involvement in community & volunteer service
  - Can demonstrate leadership qualities.
7. **Must provide current official original stamped academic transcript**  
**Applications not containing this will not be considered.**
8. Shall include **two letters of reference**; an educational reference, an employer and/or from the community/volunteer sector.

### SUBMITTING THE APPLICATION PACKAGE

- Keep a copy of your application package for your personal records.
- Application packages must be sent by mail – No emails
- Applications must be postmarked on or before the deadline of **July 15 of each year** to be eligible for Committee consideration. Only fully completed applications will be considered. See # 6 & # 7 above.

#### **Check List:** Make sure you have included:

1. Application Form
2. Current Official Original Stamped Academic Transcript
3. 2 Letters of Reference
4. Letter of Involvement
5. Official Notification of Enrolment Letter. (due in Sept)

- Forward all information to:

**Westshore Community Foundation**

**Scholarship & Bursary Committee**

**Box 395  
Gimli, MB  
R0C 1B0**

27/02/ 2019