



Indspire

Indigenous education,
Canada's future.

L'éducation des autochtones.
L'avenir du Canada.

First Nation, Inuit & Métis Post Secondary Education Bursary Award

Deadline: June 1, 2012

Guidelines

Mail completed forms to:
Indspire
Attention: Education Department
P.O. Box 759, 50 Generations Drive,
Ohsweken, Ontario
NOA 1M0

FAX & EMAIL COPIES ARE NOT ACCEPTED



First Nation, Inuit & Métis Post Secondary Education Bursary Award Deadline: June 1, 2012

Guidelines

INSTRUCTIONS

- Read the Application Guidelines carefully before you complete the Application Form.
- Reference the "FAQ's – What you want to know about Indspire bursaries & scholarships" at www.indspire.ca to help answer any questions about bursaries & scholarships.
- Submit a complete application package with all required supporting documentation. Use the checklist below to ensure all supporting documentation is submitted by the deadline.
- If you have any questions, please call the Education Department by telephone at 1.855.463.7747 ext 020 or by email at education@indspire.ca.
- Application Forms may be downloaded from our Web site at www.indspire.ca

BACKGROUND

Indspire is a charitable organization dedicated to raising funds to deliver programs that provide the tools necessary for Indigenous peoples, especially youth to achieve their potential. Through the Indspire's education program financial support is provided to First Nations, Inuit and Métis individuals who are pursuing education and professional development.

APPLICATION DEADLINE

While Indspire has 2 application deadline dates for Post Secondary Education Bursary Awards, the deadline for the submission of this application is June 1, 2012. Fully completed application packages must contain current information and be post-marked, in the mail or dropped off at the Indspire Office by the deadline.

NOTE: Applications that are post-marked after the deadline date will not be reviewed or returned.

WHO CAN APPLY?

You are eligible to apply for financial assistance if you are:

- Studying in the fields of business, commerce, science, law, engineering, information technology, education, social work and social sciences.
- A Canadian resident Indigenous individual who is First Nation (as recognized by the Federal Government), Inuit or Métis Status.

**In these guidelines Non-status First Nation person means a person who is not registered on the Government of Canada's Indian Band Registry List, however, is a direct descendant of a parent(s) or grandparent(s) who is on the Government of Canada's Indian Band Registry List and holds a valid Certificate of Indian Status card.*

A Non-Status First Nation is a nation that the Federal Government has designated and recognizes as a Non-Status First Nation.

- Enrolled as a full-time student at the post-secondary level in a program of study that is a minimum of two academic years at an accredited university, college or CEGEP and pursuing a certificate, diploma or degree.
- Enrolled as a full-time student at an accredited university, college or CEGEP in a one-year bridging, transition or certificate program.

- Enrolled in a graduate program (Masters or PhD level) outside of Canada.

WHAT FINANCIAL ASSISTANCE IS NOT PROVIDED FOR

- ✘ Applicants that have already been allocated an Indspire award for the 2012-2013 academic year
- ✘ Undergraduate studies outside of Canada
- ✘ Seminars, workshops and other part-time studies
- ✘ Research travel or other informal self-study initiatives
- ✘ Studies in Health Careers – students in these programs should apply to the Indspire Aboriginal Health Careers program which has a deadline of June 1st and November 1st
- ✘ Studies in Fine Arts – students in these programs should apply to the Indspire Fine Arts programs which has a deadline of May 1st.
- ✘ Studies in Pre-Law – students in the summer pre-law program should apply to the Legal Studies for Aboriginal People (LSAP) Pre-Law program which has a deadline of May 15th

BURSARY AWARDS

- A bursary is a monetary award agreed upon and awarded by a Jury to applicants who meet the established criteria.
- Applicants must demonstrate a financial need.
- Submitting an application does not guarantee that an applicant will receive an award.
- There is no set amount for bursaries.
- Awards vary to need and availability of funds.
- Very few applicants receive the full amount of their requests; **do not rely solely on Indspire awards.**

APPLICATION PROCESS

Conditions:

- 1) Awards are based on the current academic year, September 2012 to August 2013. Awards must be claimed by June 30, 2013, otherwise are forfeited.
- 2) Applicants must advise Education staff of any changes in their application including mailing address, and telephone numbers.
- 3) Applicants must advise Education staff on any change in program of study.
- 4) Applicants must provide the following supporting documentation with their application forms.
 - Proof of First Nation (as recognized by the Federal Government), Inuit or Métis Status- all applicants 18 and over must have their own valid Band/Treaty; valid Métis membership card; or valid Inuit Beneficiary card and provide a photocopy of both the front and back of the card. Students who are non-status First Nation persons must send a photocopy of the Federal Government card issued to parents or grandparents along with the long-form birth certificate(s) or baptism certificate(s) clearly showing the relationship to person on the band card.
 - Students who are members of a Non-Status First Nation must provide a letter from their registry office stating that the Federal Government has designated and recognizes their nation as a Non-Status First Nation.
 - Students who are Métis aged 18 and over must have their own card. In the case where an applicant is awaiting issuance of their own Métis card, they can submit a photocopy of the card issued to parents along with the long-form birth certificate(s) or baptism certificate(s) that clearly shows the relationship to person on the Métis card. An official letter (on organization letterhead, dated, signed) from the Métis organization can be provided that identifies that person on the card is a registered member in good standing with that Métis organization. Documentation must also be provided to show that the applicant has made application to become a member of their Métis organization.

- Recent Clear Colour Electronic Photo** of head and shoulders in .jpg format that can be used on Indspire's website, for advertising or in promotional materials. This can be submitted by email to toeducation@indspire.ca.
- A Letter of Introduction** to the Jury (maximum of 1,500 words) that includes the following.
 - Paragraph 1 - Tell us where you were born, where you grew up and about your family & community.
 - Paragraph 2 - Any special circumstances you feel the Jury should be aware of.
 - Paragraph 3 - Tell us why you are passionate about this field of study and committed to completing this program.
 - Paragraph 4 - State your hopes and dreams regarding your future career and employment.
 - Paragraph 5 - State how you participate in the First Nation, Inuit and/or Métis community. Give specific examples of how you participate in both the academic community and the FN/I/M community.
 - Paragraph 6 - Demonstrate how you volunteer and provide ongoing involvement in the Indigenous community. Give specific examples of how you contribute and are involved both in the academic community and the FN/I/M community.
 - Paragraph 7 - A paragraph explaining how the knowledge and skills that you have acquired over the last school year have contributed to your commitment to your field of study – how has it changed? *(if applicable)*
 - Paragraph 8 - A paragraph identifying the new challenges and successes that you have experienced during the academic year and what you have learned. *(if applicable)*
- Proof of Enrollment** - this can be provided by a letter from the Registrar's Office, Faculty, or Indigenous Student Services that clearly states you are registered as a full-time student in 2012-2013 that matches the number of months indicated in your application budget.
- Original Official Transcript of your most recent marks or record of studies.** Unofficial transcripts are only allowed for current application assessment. **Applications submitted without grades/marks will not be assessed.** The "Official" transcripts must be submitted prior to disbursement of award.
- Letter from Band or Support Organization** – Status First Nation and Inuit applicants must provide a letter from their band/community organization regarding funding for the application year. This does not apply to Métis or non-status applicants.
- Verification of Current Tuition & Fees** - from course calendar, brochure, web page, web account or the Registrar's office.
- Financial Report Form** – if you have received an award from the previous year.

SELECTION OF AWARDS

Jury Composition: Applications are reviewed by a Jury of First Nations (status & non-status), Inuit and Métis professionals from across Canada. Jury members change for every review. All decisions of the Jury are final, there is no appeal process.

Assessment Criteria: When assessing applications, the Jury uses the following criteria.

- Demonstrated financial need and contribution to education costs.
- Evidence of involvement and contribution to First Nations, Inuit or Métis community.
- Evidence of suitability and commitment to field of study.
- Demonstrated academic merit and performance.

NOTIFICATION

- Applicants must provide a valid email address.
- A list of successful applicants will be posted on the Indspire website August 24, 2012.
- All applicants, successful or otherwise, will receive written notification of the Jury decision regarding their individual application.
- Cheques will only be released when all required documents are received.

SUCCESSFUL BURSARY AWARD RECIPIENTS

- Awards allocated must be used for the current academic year.
- Awards are deemed as income by the Canada Customs and Revenue Agency and must be reported as such. You will receive a T4A form from Indspire in the amount of your award which is issued on or before February 28, 2013.
- If you receive an award, upon completion of your school year, you must complete the Financial Report Form that is available on the Indspire website.
- When submitting the completed Financial Report Form to Indspire, please attach the following:
 - Photocopies of receipts for books, course materials, tuition, or other receipts that are directly related to your education costs or bank statements.The Financial Report must be forwarded to Indspire:
 - within three months of completing your current year of study
- Please keep a copy of your financial report and be prepared to produce it, if requested. Only those students who have submitted a report within the allowable time will be eligible for consideration for bursary awards in subsequent years.
- All awards are a matter of public record and are published on the Indspire website at www.indspire.ca.
- Photos received may be published on Indspire's website, in our brochure or in our corporate communications.
- Students whose letters and thank you notes contain thoughts that may inspire other students are frequently selected – with appropriate credit given – for Indspire's Building Brighter Futures Brochure, reports, presentations or other promotional material.
- Sponsors may choose to publish student's name and photo as well as acknowledge and congratulate student's scholastic achievements publicly. Accordingly, Indspire provides recipient contact information to Sponsors.

CHECKLIST

Listed below are mandatory documents due June 1, 2012 – no exceptions – or application remains incomplete and will not be reviewed by Jury.

Mandatory Documents by June 1st

- One current Indspire Post Secondary Education Bursary Awards Application Form fully completed and signed in the designated areas.
- Proof of First Nation (Status or Non-Status), Inuit or Métis status.
- Letter of Introduction (maximum 1,500 words).
- Marks (official or unofficial) from your present or most recent academic program.

Documents that can be submitted after the June 1st deadline. If Jury allocates an award to an applicant, the award is conditional upon Indspire receiving the following additional documents:

1. Official Transcripts from your present or most recent academic program.
2. Proof of enrolment that you are registered as a full-time student in 2012-2013 for the timeframe that coincides with the number of months you are requesting funding for in the budget section of your application to Indspire.
3. Current Verification of Tuition & Fees.
4. Letter from Band/Post Secondary Education Office or Support Organization regarding funding for this year (applicable to Status First Nation & Inuit applicants only).

5. A recent & clear electronic photograph of head and shoulders in .jpg format.
6. Financial Report Form if you have received an award the previous year and have not yet forwarded it to Indspire.

SUBMITTING THE APPLICATION PACKAGE

- Fax or email copies are not accepted.
- Indspire does not return any documents or materials to applicants.
- Keep a copy of your application package for your personal records.
- Print your name clearly on each piece of documentation being submitted.
- Please paper clip your documents together – no staples.
- Application packages can be sent by mail, courier, or submitted in person.
- Applications must be postmarked on or before the deadline date to be eligible.
- Mail all information to:

Education Department
Indspire
P.O. Box 759, 50 Generations Drive
Ohsweken, Ontario, N0A 1M0

CONTACT INDSPIRE

You may otherwise contact Indspire via:
Tel: 519.445.3020 Toll Free: 1.855.463.7747
Email: education@indspire.ca Website: www.indspire.ca