

**EME BRANCH FUND**  
**SCHOLARSHIP and BURSARY AWARD APPLICATION**

**Very Important Information:** As knowledge of this program is rapidly spreading throughout the EME Branch, more and more members are applying and the competitive process is intensifying. These applications are reviewed for completeness upon arrival at the Branch Adj't's office. Copies are made and given to each member of the Board of Directors for discussion at their August meeting. All applications are reviewed by each Board Member and scored using a standard Proforma. Then a group discussion is held and a final listing is made. To qualify for a scholarship, your academic average based on your six best scores must be above 80%. All others will be applying for a Bursary only. The big difference between a Scholarship and a Bursary is that a scholarship has more emphasis placed on academic achievement whereas a Bursary has higher emphasis placed on economic need. The scoring breakdown is shown below:

	<u>Scholarship</u>	<u>Bursary</u>
Academic Average	60 points	30 Points
Athletic Involvement	20 Points	20 Points
School or Community Involvement	20 Points	20 Points
Economic Need	Not Scored	30 Points

When completing your application it is very important to include as much information as possible in order to make your case as to why we should select you over the other competitors. A complete and honest budget is essential. An over inflated budget quickly comes to light when compared to the others. A Letter of Acceptance is very crucial as it your proof to us that you are attending an institution of higher learning. As the Canadian Forces and the EME Branch are strong supporters of physical activity and the community we live in, being that it is part of our daily lives, it is very important to identify your involvement with these activities. Letters of reference relating to community, school, team involvement, sports etc. carry more weight that you simply stating that you did the various activities. The more letters, the better it is for you. Also remember that we are an organization founded on strong leadership. Your letters of recommendation from your teachers, employers and organizational leaders tend to show your strength as a young leader.

The process we use is fair and ensures all applicants are treated the same. All scoring is based on the facts provided by the candidate and has absolutely nothing to do with who your parents are or the position they hold. The financial status of a family can be discussed for the bursaries as more emphasis is placed on economic need however it is based strictly on the information provided by the applicant and the economic requirements of the applicant.

Applicant's Quick Checklist of required items

<b><u>Item Required</u></b>	<b><u>Check</u></b>
Sponsor is a member of the Branch Fund in Good Standing for a minimum of 12 months	
Completed Budget	
Letter of acceptance to an educational institution	
Copy of final marks (Official School Transcripts)	
Letter(s) of reference showing athletic or extra curricular involvement	
Letter(s) of reference showing school or community involvement	
Attached application form completed	
Other	

1. **APPLICANT'S INFORMATION**

Name of Applicant:

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Address:

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Telephone: (    )

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2. **SPONSOR'S INFORMATION**

Branch Fund Member's Name:

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Member's Relationship to Applicant:

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Membership Number:

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Member's Unit and Work Phone Number:

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Member's Address (Residential):

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3. **CURRENT EDUCATION**

Are you completing high school this year?     Yes     No

If yes, what grade will you be completing this June? \_\_\_\_\_

Are you in or completing University or College this June?     Yes     No

If yes, name the program you are completing this year:

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How long is your program?                     1 yr     2 yr     3 yr     4 yr     5 yr

What year will be completed in June?  1 yr     2 yr     3 yr     4 yr     5 yr

Name the institute from which your final marks will be obtained this year:

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4. **UPCOMING ACADEMIC YEAR**

What is the name of the program you will be undertaking?

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Attach first year semester transcripts.

How long is the program you plan on taking?  1 yr  2 yr  3 yr  4 yr  5 yr

What year will be started in September?  1 yr  2 yr  3 yr  4 yr  5 yr

Name the institute of higher learning you plan on attending:

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Identify the location of the institute of higher learning you plan on attending:

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Will you be living with your family, on the local economy or on campus?

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5. **BURSARY APPLICANTS COMPLETE THE FOLLOWING**

Have you applied for assistance from a Provincial Student Assistance Program for the upcoming year/term of study?

YES \_\_\_\_\_ NO \_\_\_\_\_

If No explain: \_\_\_\_\_

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If Yes explain: \_\_\_\_\_

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6. **SCHOLARSHIP APPLICANTS COMPLETE THE FOLLOWING**

Identify the team, community and individual sports with which you have been involved:  
(Letters of reference preferred)

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Identify school, community and family activities with which you have been involved:  
(Letters of reference preferred)

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7. **EDUCATIONAL APPLICANTS COMPLETE THE FOLLOWING**

Income/resources & expenses total for the upcoming academic year  
(Documents may be requested):

Note: If your school term is other than September to May, please complete your budget for the actual school year.

**SCHOOL TERM/YEAR BUDGET**

<u>EXPENSES</u>	<u>COST</u>	<u>RESOURCES</u>	<u>INCOME</u>
Tuition		Parental Assistance	
Books, supplies, equipment, etc.		Monetary gifts from relatives/friends	
Rent		OSAP (or other provincial student assistance program)	
Food		Support payments	
Transportation – Local		Part time work	
Utilities (gas, hydro, telephone)		Spouse's net income from all sources	
Clothing/Laundry		Government income (Vocational Rehab, DIA, Family Benefits, Welfare)	
Personal Hygiene		Savings from work-term income prior to the period of study	
Entertainment		Other (specify)	
Loan Payments (state purpose of loan in an attached letter)			
Uninsured medical/dental expenses			
Other (specify)			

*Total Yearly Expenses* \_\_\_\_\_

*Total Yearly Resources* \_\_\_\_\_

**Total financial need for upcoming year  
(Total Resources minus Total Expenses) = \_\_\_\_\_**

**NOTE: If you are not using your liquid assets, to help alleviate your financial problems please attach a letter of explanation.**

8. **CONCLUSION**

It is very important to ensure that sections of this form are completed and all pertinent documents, including the acceptance to the institute of higher learning are submitted to the manager of the fund with the application. Also, the final marks of your school year (official transcripts) are forwarded with your application prior to 30 June to considered by the Board of Directors final applicant reviews.

9. **SIGNATURE OF APPLICANT:**

Applicant: \_\_\_\_\_

Sponsorship Member: \_\_\_\_\_

Date: \_\_\_\_\_

Submit your application by 30 June to:

**“The Manager of the Fund”  
EME Branch Adjutant  
C/O The Canadian Forces School of  
Electrical and Mechanical Engineering  
PO Box1000, Station Main  
Borden ON L0M 1C0**

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(For Branch use only)

10. “It is certified that \_\_\_\_\_ is a member in good standing of the EME Branch Fund for a minimum of 12 months and has sponsored this applicant. All applicable documentation has been submitted by the cutoff date of 30 June for review by the EME Branch Fund Board of Directors at the August meeting”.

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EME Branch Adjutant

\_\_\_\_\_

Date