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**2019-2020**

**New Relationship Trust Foundation**

**Indigenous Early Years 2nd Call Bursary**

**Guidelines & Application**

The New Relationship Trust Foundation (NRTF) is pleased to announce the 2019-20 Indigenous Early Years (IEY) Bursary program. The IEY program is funded by the Government of Canada through the Canada – British Columbia Early Learning and Child Care Agreement. Interested and eligible Indigenous students should apply to the IEY Bursary program. NRTF is pleased to offer bursaries to students who currently reside in British Columbia and are enrolled in Early Years Education programs.

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| The 2nd Call for IEY Bursary Submissions: |
| **Opens: Thursday, August 15, 2019**  **Closes: Thursday, September 26, 2019 at noon** |

Application Deadline:

* Received at the NRTF office by **12:00pm (noon) PST on Thursday, September 26, 2019**.
* Application must have all supporting documents attached, we will NOT accept applications part by part, NO EXCEPTIONS
* No Faxes. Faxed applications will not be accepted or reviewed.
* You can scan and email to [bursary@nrtf.ca](mailto:bursary@nrtf.ca)
* Completed 2nd call IEY bursary applications can be mailed, dropped off in person or emailed

Eligibility:

**Indigenous:** **First Nations, First People, Metis and Inuit people of Canada.**

Those who identify as Indigenous persons who are residents of British Columbia are eligible for the Indigenous Early Years Bursary Program in areas of study that align with early years professions including early childhood education, early intervention therapies and supports, and other para-professions.

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| **Eligible Program types:** | **Ineligible Program types:** | **Areas of study include:** |
| * Certificate programs * Diploma programs * Associate Degree programs | * Undergraduate, Master’s and Doctorate Degree Programs * Conferences / symposiums / workshops * Professional Fees / schools * Non-recognized post-secondary institutions * Executive / Management programs | * Early Childhood Education * Infant Toddler * Special Needs, ECE focus |

***Other programs may be applicable based on the discretion of New Relationship Trust. Students enrolled in distance or online courses at an accredited institution outside of BC or Canada can apply. However, they must reside in B.C. during their studies and must show proof of their enrollment.***

Recognized Early Years training institutions in British Columbia that meet provincial standards include public and private post-secondary institutions, distance learning and adult education:

**Public Post-Secondary Institutions:**

Camosun College

Capilano University

College of New Caledonia

College of the Rockies

Douglas College

Langara College

Nicola Valley Institute of Technology

North Island College

Northern Lights College

Northwest Community College

Okanagan College

Selkirk College

Thompson Rivers University

University of British Columbia

University of the Fraser Valley

University of Victoria

Vancouver Community College

Vancouver Island University

**Private Institutions (these institutions offer Early Childhood Educator programs recognized by the ECE Registry):**

CDI College

Capital College

Living Language Institute

Montessori Training Centre

Native Education College

Pacific Rim Early Childhood

Ridge Meadow College

Sprott Shaw College

Centre for Arts & Technology

Stenberg College

Vancouver Career College

Yukon College

**IEY Distance Education:**

College of Caledonia

College of the Rockies

University of BC

Lethbridge College

Northern Lights College

North West College

Pacific Rim

University of Victoria

Stenberg College

**Adult Education:** Burnaby SD 41 and Delta School Board NO. 37

Tips for this application:

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| * Submit a clearly written and easy to read application. This can go a long way | * Scan your application and documents and email it to yourself as a test |
| * Make sure to attach all required documents | * Include everything in your budget |
| * Call if you have any questions or need clarification | * Name your attachments (i.e. 2. Essay) |
| * Submit your application early * Get the tricky documents first (i.e. Band/Indigenous Community/School letters) | * Do not send 18 photos of your application, SCAN it into **one** document |

Required Bursary Application Documents:

|  |  |  |
| --- | --- | --- |
| **Supporting Document** | **Acceptable Items** | **Unacceptable Items** |
| **Application form** | * Fully Completed form * Signed and dated * All information is true * Clearly Written form * Scanned Application Forms | * Incomplete form * Not signed or dated * Inaccurate or false information * Illegible form * Phone pictures of application form |
|  |  |  |
| **Letter of Support from First Nation, Metis Nation, or Inuit community** | * Letter stating that you have support to apply for this bursary * On Letterhead from your First Nation/Metis/Inuit Government * Dated this year | * Letter from anywhere else than the FN Government i.e. Tribal Councils, Education institutions * Outdated letters |
|  |  |  |
| **Proof of Citizenship or Membership to First Nation, Metis Nation, or Inuit community** | * Letter from Indigenous community (on letterhead) stating you are considered a member * Or a photocopy of Status or Citizenship card | * Letter from anywhere else other than the FN Government |
|  |  |  |
| **Latest unofficial Transcripts** | * Unofficial or Official Transcripts * From most recent school year * Envelopes do **not** need to be sealed | * Written on transcripts * Note: Original official transcripts will be required if approved |
|  |  |  |
| **Acceptance/Enrollment at Post- Secondary Institution** | * An Acceptance letter is required if going into a new institution * Returning students must submit a letter of enrollment * Dated **this** year and on **school letterhead** | * Outdated letters from previous years * Letters from anywhere else other than the institution * Screenshots of online registration with no logos |
|  |  |  |
| **Proof of residence in the province of British Columbia** | * Photocopy of BC Driver’s License or Health Card * Photocopy of BC lease agreement * Photocopy of BC Utility Bill | * Non-BC Driver’s License or Health Card * Non-utility bill |
|  |  |  |
| **Resume** | * Up to date Resume or CV | * Outdated or incomplete |

Renewal Criteria

* All students must re-apply each year
* Returning students must have a C+ (2.3 GPA) average to qualify for subsequent school years
* Returning students must submit a copy of their unofficial transcripts (returning meaning was approved of a NRTF prior)

Frequently asked questions

Question: **I received an award last year; do I need to reapply?**

Answer: Yes, each year students need to reapply. Past recipients must show they have kept up their C+ (2.3 GPA) average to qualify for the subsequent school year. Past recipients should also describe in their essay any work you have performed (paid or volunteer) to strengthen your community, and how your initial vision for your community has changed, if at all.

Question: **I do not have my status, am I still eligible?**

Answer: Yes, if you are considered a member of a First Nation but do not have status you can get a letter of support stating that you are a non-status member from your FN Government.

Question: **I am a Status from another province/Non-Status/Metis/Inuit Student, can I apply for an NRTF IEY Award?**

Answer: YES. This IEY awards program is open to all Status, Non-Status, Metis, or Inuit students who are residents of BC and planning on attending Early Childhood Education programs. Please note that this award only applies to ECE programs in BC. Please go to [www.nrtf.ca](http://www.nrtf.ca) for more info.

Question: **I am Indigenous and living in BC but doing my studies outside of BC. Am I still eligible?**

Answer: Yes, this application is only for Indigenous students who are residing in BC and are studying Early Years Education programs. Applicants who reside in BC and are studying Early Years Education programs by distance education and/or online are eligible.

Question: **I am getting my Diploma or Trades/Certificate, but I can’t find that information on this application?**

Answer: This application is only for Early Childhood Education (ECE) programs. If you are not in an ECE program, please refer to the NRTF Bursary program.

Question: **I’m only registered for part-time studies; do I still qualify?**

Answer: Yes, students who are taking a minimum of one course per semester are eligible to apply for the IEY bursary award. During a usual twelve-week semester, the student must be enrolled in a minimum of 6 credits (3 credit hours per course).

Question: **I have already graduated, am I eligible?**

Answer: No, applicants must be attending school after bursary has been awarded (typically in August).

Question: **What field of studies are eligible?**

Answer: This application is specifically for Early Childhood Education related programs.

Question: **My registration date isn’t until after the application deadline.**

Answer: We do not need confirmation of registration until after the scholarship has been awarded; we just need a letter of acceptance or enrollment. Enrollment indicates you are considered a student at the institution, not that you are registered in classes.

Question: **My acceptance letter is dated last year because I’m in my 2nd year, is that acceptable?**

Answer: No, if you are already accepted into the institution then a letter of enrollment will be needed rather than a letter of acceptance.

Question: **I cannot get a hold of my First Nation/Metis/Inuit Government; will a letter from anyone else suffice? Or from a First Nation community where I currently live?**

Answer: No, we require an official letter of support from the First Nation/Metis/Inuit government you are registered with or considered a member of. We will not accept a letter from anywhere else.

Question: **Can I have my education institute send the transcripts or confirmation of enrollment directly to NRT?**

Answer: No, Applications **must** be complete when sending them in. This ensures that you know your application is complete before the deadline. Due to a high volume of applications we cannot consider applications that are sent incomplete or piece by piece.

Question: **Do I need my original official transcript?**

Answer: No, unofficial transcripts will suffice until you are approved. If you are approved you will be asked to supply additional information, including your original official transcripts. If you do supply the original official transcripts in the application, then you will not be asked for it again.

Question: **When will I find out if my application has been approved?**

Answer: We aim to let students know by the first week of August at the latest.

Question: **If my application is approved when will I receive my first cheque?**

Answer: When you are approved, you will be provided with a letter and instruction of further items we will need. They will be confirmation of registration, picture and biography official transcripts from past year, and a course list. Once those items are received your cheque will be mailed to you.

Question: **I need clarification on this application, who do I speak to?**

Answer: If you have any questions about the NRTF Scholarship you can call Lana Plante at 1-877-922-3338 for clarification.

***NRTF Indigenous Early Years 2nd Call Bursary***

Before completing your application please read the NRTF Bursary Guidelines to ensure you qualify for this award. Once you have completed filling in your application and before submitting it, please ensure that it contains all of these important documents. Copies are acceptable:

□ Completed and signed 2019/2020 IEY 2nd call Bursary application form (pages 1 to 4)

□ Letter of Support from your First Nation, Metis, Inuit community, or Indigenous community that you are involved with on letterhead

□ Proof of First Nation (status and non-status), Metis, or Inuit citizenship/membership

□ Proof of British Columbia residence

□ Acceptance letter at recognized accredited institution or associations

□ If you were awarded a NRTF Bursary previously; you must include a copy of your unofficial transcripts

□ Letter from Employer (if applicable to verify apprenticeship)

□ Resume/CV

***Applications must have all supporting documents attached when submitted. Do NOT attach guidelines or this page when submitting your application.***

**Due to demand, incomplete applications will not be considered.**

Please retain copies of your application materials as submissions will not be returned.

**Deadline:** 2nd Call Bursary **a**pplications and all required supporting documents must be received at the NRTF office no later than **12:00 pm on Thursday, September 26, 2019.**

Applications can be delivered by email, mail or dropped off in person to:

**NRTF Bursary for Certificate, Diploma, Associate Degree and/or Trades 2019/2020**

**New Relationship Trust Foundation**

**3188 Alder Court**

**North Vancouver, British Columbia V7H 2V6**

[bursary@nrtf.ca](mailto:bursary@nrtf.ca)

**Attention: Lana Plante, Project Officer**

***NO FAXED APPLICATIONS WILL BE ACCEPTED OR CONSIDERED***

Personal Information:

\*Legal n*ame and address given will be used on disbursement cheques*

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| --- | --- | --- | --- | --- | --- |
| **Legal** First Name |  | Middle  Initial |  | **Legal** Last  Name |  |

|  |  |  |
| --- | --- | --- |
| **Mailing Address** | | |
| Unit #: |  | Street Address: | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| City |  | Province |  | Postal Code |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Phone |  | Cell |  |

|  |  |
| --- | --- |
| Email Address |  |

\* *All* *applicants will be notified of their application status by email*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Which Nation are you a member or citizen of? | | | | | | | | | |
| Status |  | Non-Status |  | Metis |  | Inuit |  |

|  |  |
| --- | --- |
| Which Indigenous Community are you a member or citizen of? |  |

***\*Applicants must be a member of an Indigenous Community and show support from the Community directly***

Enclose a letter from a person in authority within the administration of your Indigenous Community verifying your membership or citizenship in the Community, together with the person’s position, address and telephone number if you do not have a status card or citizenship card.

|  |  |
| --- | --- |
| **Person’s name and position:** |  |
| **Person’s telephone number:** |  |

Have you ever been awarded an IEY or NRTF Bursary or Scholarship before?

Yes No

If yes, please indicate:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bursary Type: |  | b) Year: |  | c) Value of award: | $ |

Post-Secondary or Training Institution Information:

|  |  |
| --- | --- |
| Post-Secondary Institution: |  |

Please indicate which Bursary area you are applying for:

\**Bursaries are* ***not available for Undergraduate, Masters, or Doctorate degrees****. Please apply for the NRTF Indigenous Early Years Scholarship – visit the website for more information.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Certificate |  | Diploma |  | Associates Degree | | |  | | Part-Time |  |
|  |  |  |  |  |  |  |  | |
| Program Name: | |  | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Are you a returning student? | | Yes | No | | if Yes, GPA last year | |  |
|  | |  |  | |  | | (**Attach copy of official transcripts**) |
| Year Attending: | 1st 2nd | | |  | |

|  |  |
| --- | --- |
| Expected Completion Date: |  |

Indicate which Terms and number of credits per term you plan to enroll in 2019-2020:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Fall Term |  | Winter Term |  | Summer Term |  |

|  |  |
| --- | --- |
| Describe what led you to choose your field of study and elaborate on your goals.  (Attach separate page if necessary) | |
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Funding Sources:

|  |  |  |
| --- | --- | --- |
| Have you approached your Indigenous Community for funding? Yes No | | |
| If No, state why | |  |
|  | |
|  | |

Has your Indigenous Community agreed to fund you? Yes No Awaiting Decision

|  |  |  |  |
| --- | --- | --- | --- |
| How much will you receive? | $ | If No, state why |  |
|  | | | |
|  | | | |

Will you be receiving funding assistance from other sources for your education costs or living expenses?

Yes No

If yes, what sources and what amounts?

|  |  |  |  |
| --- | --- | --- | --- |
| Source |  | Amount | $ |
| Source |  | Amount | $ |

Employment:

Are you currently employed? Yes No

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If No, how long have you been unemployed? | | | Months | |  | | Years |  |
| If Yes, how long have you been employed? | | | Months | |  | | Years |  |
|  | | |  | |  | |  |  |
| Name of Employer |  | | | | Contact |  | | |
| Annual Earnings (after taxes) | | $ | |

**Apprenticeship:**

Are you currently involved in an apprenticeship program? Yes No

**If yes, please complete the following section:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Business or Association: | |  | | |
| Contact Name: |  | | Phone Number: |  |

**\* If you are currently doing an apprenticeship you are required to attach a letter from your employer on company letterhead to verify your apprenticeship.**

Budget: (for one academic year)

*please include all sources of expenses and income during your school terms*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expenses** | **Monthly** |  | **Education Costs** | **Amount** |  | | **Income** | | | | | **Amount** |
| Rent |  | Tuition and fees for one year of study |  | **Employment** | | | | |  |
| Utilities |  | Mandatory Books/supplies |  | **Family/Personal** | | | | |  |
| Transportation |  | Transportation from hometown to post-secondary institution, and return (bus, train, plane) |  | **Indigenous Community** | | | | |  |
| Food |  | Other |  | **Scholarships** | | | | |  |
| Phone/internet |  | **B. Total One-Time Education Costs** |  | **Bursaries** | | | | |  |
| Clothing |  | 1. **Total monthly living costs multiplied by number of month’s term of study.**   A x Months in School = |  | **Student Loan** | | | | |  |
| Child Care |  | **Other (identify)** | | | | |  |
| Other |  | **B. Total One-Time Education Costs** |  |  | | | | |  |
|  |  |  |  |  | | | | |  |
| 1. **Total (monthly)** | **$** | 1. **Total Education Costs**   **(C + B = D)** | **$** | **Total Income** | | | | | **$** |
|  |  |  |  |  | |  | |  |  |  |  |

**Please explain any unique budget circumstances below:**

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***Involvement within the First Nation community:***

Please describe your involvement within your Indigenous community. (Attach separate page if necessary)

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| How did you hear about the New Relationship Trust Foundation IEY Bursary? | | | | | | | | | | |
|  | | | | | | | | | | |
| NRT Website |  | Facebook |  | Community |  | School |  | Twitter |  | Other | |  |

*Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Verification of Information***

I understand that the information submitted in and with this application will be used to assess my eligibility for the Indigenous Early Years 2nd Call Bursary Award. I hereby certify that all the information provided on this application form and in all the documents accompanying it is true, accurate and complete. I have read all the policy and guidelines regarding the Indigenous Early Years 1st Call Bursary. By submitting this application, I agree to be bound by the policies and guidelines of this initiative. I give my permission to NRTF and its Partners to collect my contact information so that I may receive information about potential employment, scholarship, and training opportunities.

Signature Date

Print Name