

**NATIONAL ABORIGINAL ACHIEVEMENT FOUNDATION**



**Oil & Gas Aboriginal Trades  
& Technology Bursary &  
Scholarship Awards  
Program (OGTT)**

**For First Nations, Inuit & Métis Studying in Alberta**

**Deadline: April 30 and November 30 annually**

**Application Package**

Updated November 2009

# NATIONAL ABORIGINAL ACHIEVEMENT FOUNDATION



## Oil & Gas Aboriginal Trades & Technology Bursary & Scholarship Awards Program (OGTT)

For First Nations, Inuit & Métis Studying in Alberta

**Deadline: April 30 and November 30 annually**

## Application Guidelines

### INSTRUCTIONS

- Read the Application Guidelines carefully **before** you complete the Application Form.
- If you have any questions, please call the Education Department at the National Aboriginal Achievement Foundation by telephone at 1-800-329-9780 or by email at [education@naaf.ca](mailto:education@naaf.ca).
- Application Forms for the Post Secondary Education Awards may be downloaded from our Web site at [www.naaf.ca](http://www.naaf.ca)

### BACKGROUND

**THE NATIONAL ABORIGINAL ACHIEVEMENT FOUNDATION (NAAF)** is a nationally registered charity with a mandate to provide financial support to First Nations, Inuit and Métis individuals who are pursuing education and professional development.

### APPLICATION DEADLINE

The deadline for the submission of applications is April 30 and November 30 annually. Fully completed application packages must contain current information and be post-marked, in the mail or dropped off at a NAAF Office. **NO EXCEPTIONS!**

**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:

- A Canadian resident Aboriginal individual who is either First Nation status or non-status (as recognized by the Federal Government), Inuit or Métis. In these guidelines non-status First Nation 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.
- Accepted or have applied for part time or full time studies in Alberta at an accredited training institute or College;
- Aboriginal learners across Canada taking Certificate or Diploma Programs in Alberta.

Financial assistance is not provided for:

- ✗ Students receiving funds from NAAF for 2009-2010 academic year through the Post Secondary Education, Aboriginal Health Careers, Fine Arts or OFIC Bursary Award programs.
- ✗ Existing college and university programs supported by NAAF.
- ✗ Research studies.

### TYPES OF AWARDS

**Bursary Awards:** There are no set amounts for bursary awards. Allocations are based on the financial need of applicants as outlined in the Financial Section of the application form. The intent of bursary awards is to support applicants who clearly demonstrate the need for financial assistance. All applications are assessed in accordance with established criteria. Bursary awards do not have to be repaid to the National Aboriginal Achievement Foundation.

**Scholarship Awards:** Scholarships in the amount of \$500 are awarded to applicants who have achieved an average of 70 per cent or higher on their official transcript of marks. Scholarship awards do not have to be repaid.

**Incentive Awards:** Incentives are awarded upon successful completion of each year of the program in the amount of \$500. Upon graduation (successful completion of the program), incentives are awarded in the amount of \$1,000. Incentive awards do not have to be repaid.

### APPLICATION PROCESS

#### Conditions:

- 1) The application deadlines are April 30<sup>th</sup> and November 30<sup>th</sup> annually. Awards are provided for a six month period.
- 2) Awards with an April 30<sup>th</sup> deadline cover education that is being taken in the months of July, August, September, October, November and December. Awards with the November 30<sup>th</sup> deadline cover education that is being taken in the months of January, February, March April, May and June.
- 3) All applicants must complete a current application form for each six month period they wish to receive a bursary award. If you have questions, you are encouraged to contact the Education staff for assistance.
- 4) Applicants will only be contacted by Education staff should there be questions about their application package.
- 5) Applicants are requested to advise Education staff of any changes to their mailing address, telephone numbers, or related contact information throughout their studies.
- 6) Applicants are required to provide notification of change of circumstances that may impact their program of studies.
- 7) Applicants applying for bursary awards must complete all sections of the application form.

- 8) Applicants must provide the following documents with their application forms.
- Proof of First Nations, Inuit or Métis ancestry** – photocopy of a valid Band/Treaty card; valid Métis membership card; or valid Inuit Beneficiary card. Students who are non-status First Nation must send a photocopy of the valid band card issued to parents or grandparents along with a long-form birth certificate or baptism certificate clearly showing the relationship to person on the band card.
  - One completed Letter of Recommendation** – applicants taking certificate, diploma or applied degree programs provide a letter of recommendation from an Elder, teacher, principal, employer, or community leader. The letter should indicate: (1) how you know the applicant; (2) the length of time you have known the applicant, (3) why you would recommend the applicant for a bursary/scholarship award; and (4) why you think the applicant will do well in this field of study.
  - Recent Clear Colour Electronic Photo** (head and shoulders) that can be used on NAAF’s website, for advertising or in promotional materials.
  - Current Resume.**
  - Confirmation of Enrolment/Admission of training provider** or proof of continuing enrollment in program, however, if this information is not available at the time the application package is due, applicants must provide this documentation to NAAF as soon as it becomes available.
  - Original Official Transcript of your most recent marks** or record of studies, however, if this information is not available at the time the application package is due, applicants must provide this documentation to NAAF as soon as it becomes available.
  - Verification of Tuition & Fees** - from calendar, brochure, or web page.
  - Financial Report Form** if you received an award the previous year and have not yet forwarded it to NAAF.

### JURY COMPOSITION & JURY ASSESSMENT CRITERIA

**Jury Composition:** Applications are reviewed by a Jury of First Nations, Inuit and Métis trades & technology professionals and program stakeholders. Fair representation based on geographic location and Aboriginal affiliation is considered when inviting jurors to the process.

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

- Demonstrated financial need.
- Involvement with Aboriginal community.
- Suitability and commitment to Trades.
- Academic performance.

### NOTIFICATION

- A list of successful applicants will be posted on the NAAF website within eight weeks of the Jury.
- All applicants – successful or otherwise – will receive written notification of the Jury decision regarding their individual application within three to eight weeks after the Jury process.

### SUCCESSFUL BURSARY AWARD RECIPIENTS

- Awards allocated must be used for the program of study and the academic period specified on the application form.
- 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 NAAF in the amount of your award.
- If you receive an award, upon completion of the training period/school year, you **must** complete the Financial Report Form that is available on the NAAF website.
- When submitting the completed Financial Report Form to NAAF, please attach the following:
  - Photocopies of receipts for books, course materials, tuition, or other receipts that are directly related to your education costs; and
  - Final grade transcripts that cover the school terms/sessions for which you received an award; if the transcripts are not available at the time of submission, please forward to NAAF as soon as they are available.
- The Financial Report **must** be forwarded to NAAF:
  - no later than one month after studies end;** OR
  - it may be included with your application, if you are reapplying for the next training period/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 application periods.**
- All awards are a matter of public record and are published on the NAAF website at [www.naaf.ca](http://www.naaf.ca).
- Photos received may be published on NAAF’s website, in our brochure or in our corporate communications.
- Students whose application contains thoughts that may inspire other students are frequently selected – with appropriate credit given – for NAAF’s Building Brighter Futures Brochure.
- Sponsors may choose to publish your name and photo as well as acknowledge and congratulate your scholastic achievements publicly. Accordingly, NAAF provides recipient contact information to Sponsors.

### CHECKLIST – Have you included the following in your Application Package?

A fully completed application package includes the following items.

- ✓ One current National Aboriginal Achievement Foundation (NAAF) OGTT Application Form fully completed and signed in the designated areas
- ✓ Proof of First Nation, Inuit or Métis status
- ✓ Original Official Transcripts from your present or most recent academic program (i.e. record of high school marks).
- ✓ Letter of Recommendation From Elder, Teacher, Principal, Employer, Coach or Community Leader
- ✓ A Recent Clear Colour Electronic Photograph
- ✓ Current resume
- ✓ Letter of confirmation of admission into program, OR proof of continuing enrollment
- ✓ Financial Report Form if you received an award the previous year and have not yet forwarded it to NAAF.

**NOTE: NAAF does not return any documents or materials to applicants.**

**SUBMITTING THE APPLICATION PACKAGE**

- Keep a copy of your application package for your personal records.
- Please paper clip your documents together – no staples.
- Application packages can be sent by mail, courier, or submitted in person – no faxes or emails.
- Applications must be postmarked on or before the deadline date to be eligible for Jury consideration – Absolutely No Exceptions!

Forward all information to:

**National Aboriginal Achievement Foundation**

**Attention: Education Department**

**P.O. Box 759, 2160 Fourth Line, Ohsweken, Ontario, N0A 1M0**

**You may otherwise contact NAAF via:**

**Tel: 519.445.3020**

**Toll Free: 1-800-329-9780**

**Email: [education@naaf.ca](mailto:education@naaf.ca)**

**Website: [www.naaf.ca](http://www.naaf.ca)**

# NATIONAL ABORIGINAL ACHIEVEMENT FOUNDATION



## Oil & Gas Aboriginal Trades & Technology (OGTT) Bursary Awards Program For First Nations, Inuit & Métis Studying in Alberta

**Deadline: April 30 & November 30 annually**

# Application Form

Be sure to read the Application Guidelines before completing this form and **do not** forward the Application Guidelines with your Application Package. The information you provide on the Application Form must be up-to-date, accurate, and complete.

### Section 1 - INFORMATION SOURCE

How did you learn about this award? (Check as many as applies)

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> College/University                         | <input type="checkbox"/> Community Agency              | <input type="checkbox"/> Family Member       | <input type="checkbox"/> Financial Aid Office    |
| <input type="checkbox"/> Friend                                     | <input type="checkbox"/> Guidance Counselor            | <input type="checkbox"/> In remote community | <input type="checkbox"/> In rural community      |
| <input type="checkbox"/> In urban community                         | <input type="checkbox"/> Magazine                      | <input type="checkbox"/> Newspaper           | <input type="checkbox"/> Poster, Brochure, Flyer |
| <input type="checkbox"/> Previous Recipient                         | <input type="checkbox"/> Radio                         | <input type="checkbox"/> Teacher/Professor   | <input type="checkbox"/> Website                 |
| <input type="checkbox"/> Blueprint for the Future Career Fair (BFF) | <input type="checkbox"/> Other (Please identify) _____ |  |  |

### Section 2 - PERSONAL and CONTACT INFORMATION

Family Name	Given Name(s)	S.I.N. (must be provided)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
		Date of Birth (dd/mm/yy)	Current Age	

#### Alberta Address While in School:

Street Address			
City	Province/Territory	Postal Code	Telephone

#### Permanent/Home Mailing Address:

Street Address			
City	Province/Territory	Postal Code	Telephone
Address you would like us to use: <input type="checkbox"/> School <input type="checkbox"/> Permanent	E-mail Address		
	E-mail Address		

### Section 3 – EDUCATION / WORK HISTORY

Identify institution you plan to attend?	Admission confirmed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Name of the program you are entering/continuing in.	Year you will complete your program?
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Is this your final year of study?  Yes  No

Identify the Certificate/Diploma that you will receive upon completion of your program.  <input type="checkbox"/> GED <input type="checkbox"/> Academic Upgrading or Preparation <input type="checkbox"/> Pre-Trades Training <input type="checkbox"/> Pre-Technology Training <input type="checkbox"/> Pre-Employment Training <input type="checkbox"/> SAIT Solace Certificate or Combination Studies <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Other: Please Specify:	What year of study are you entering? (year bursary award will be applied to)  _____ Years, <b>or</b> _____ Months, <b>or</b> _____ Weeks  <hr/> Total Length of program?  _____ Years, <b>or</b> _____ Months, <b>or</b> _____ Weeks
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Start date this program (mm/yy)	End( date for this program (mm/yy)	What job/career/occupation in the <b>Oil &amp; Gas sector</b> do you hope to have when you graduate?
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Please list the last three schools, colleges, or universities that you have attended.

FROM (mm/yy)	TO (mm/yy)	NAME OF INSTITUTION	PROGRAM	Degree/Diploma Granted
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Please list work history.**

① Current employer?

Date of employment?	Position held?
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Duties & responsibilities?

② Past employer?	
Date of employment?	Position held?
Duties & responsibilities?	
③ Past employer?	
Date of employment?	Position held?
Duties & responsibilities?	

### Section 4 - ABORIGINAL HERITAGE

Aboriginal Ancestry <input type="checkbox"/> Status First Nation <input type="checkbox"/> Non-Status First Nation <input type="checkbox"/> Métis <input type="checkbox"/> Inuit	Nation: e.g. Cree, Ojibway, etc.		
	Name of Reserve (if applicable)	Province/Territory	Membership #
	Name of Métis Association (if applicable)	Province/Territory	Membership #
	Name of Land Claim Organization (if applicable)	Province/Territory	Membership #

**Section 5A - DETERMINING FINANCIAL NEED - BUDGET**

- For the current school year, from the start date to the end of the school period (depending on your program of study this may be a few weeks or months). Provide a summary of the financial resources/income anticipated and estimated financial expenses using the tables provided.
- Married and common-law students should indicate their total family income (after tax and other compulsory deductions) and total family expenses.
- NAAF encourages all students to make a personal financial contribution to the costs of their education.
- Your budget must include a projection of income. Budgets that list only expenses without a projection of income will be deemed incomplete and will not be presented to the Jury.

**Residency While in School** (Check all that apply)

- On my own     
  With my parent(s)     
  Student residence     
  Subsidized housing  
 With Roommate(s)     
  With spouse or common law partner     
  With child(ren)

**Current Marital Status**

- Single     
  Married     
  Common Law     
  Divorced     
  Separated     
  Widowed/Widower

**Dependants**

Number of dependants under the age of 18:     
  0     
  1     
  2     
  3     
  4     
  5     
  6     
  7 and over

**Current Employment:** Currently Working:   
 Full Time   
 Part-Time   
 Occasionally   
 Not Working

**Employment while in school:** While in school, I will work part time.   
 Yes     
 No     
 Not Sure

**Transportation**

- During the school year, I will use public transportation    Yes       No
- During the school year, I will drive a motor vehicle    Yes       No
- Do you own a motor vehicle?    Yes       No
- If yes, what year is the motor vehicle? \_\_\_\_\_ What model ? \_\_\_\_\_
- What is your monthly vehicle payment ? \$ \_\_\_\_\_
- What is your insurance payment while in school? \$ \_\_\_\_\_

**Student Loan(s)**

- Do you have a prior student loan?    Yes       No
- What is the total amount of all government student loans that you have outstanding? \$ \_\_\_\_\_
- Do you intend to apply for a student loan for this coming school year?    Yes       No  
 If yes for what amount? \$ \_\_\_\_\_  
 If yes, has your application been approved?    Yes       No

**Line of Credit**

- Do you have a line of credit?    Yes       No
- What is the total amount of Line of Credit? \$ \_\_\_\_\_
- What amount is currently available for use? \$ \_\_\_\_\_
- What is your monthly payment? \$ \_\_\_\_\_

**Other Bursaries & Scholarships**

- Have you applied or do you plan to apply for other bursaries / scholarships?    Yes       No
- Please list below

Bursary/Scholarship	Amount	
_____	_____	<input type="checkbox"/> Confirmed <input type="checkbox"/> Confirmation Pending <input type="checkbox"/> Unsuccessful
_____	_____	<input type="checkbox"/> Confirmed <input type="checkbox"/> Confirmation Pending <input type="checkbox"/> Unsuccessful
_____	_____	<input type="checkbox"/> Confirmed <input type="checkbox"/> Confirmation Pending <input type="checkbox"/> Unsuccessful
_____	_____	<input type="checkbox"/> Confirmed <input type="checkbox"/> Confirmation Pending <input type="checkbox"/> Unsuccessful
_____	_____	<input type="checkbox"/> Confirmed <input type="checkbox"/> Confirmation Pending <input type="checkbox"/> Unsuccessful



## Section 5C - FINANCIAL EXPENSES

- The Jury will exercise its discretion in determining whether the expenses provided are reasonable when considering the overall shortfall forwarded by the applicant. As an example, rents vary widely from city to small town, province to province and the Jury takes this into account when reviewing costs;
- The budget should cover **only the weeks/months that you are in school.**
- If you are sharing a dwelling with someone who is not a dependant, do not include the costs for the second person.
- Use the table below to identify all of your expenses for the number of months in your program for this school year.

EXPENSE TYPE	TOTAL AMOUNT
	Length of school year in weeks or months: _____ <input type="checkbox"/> Weeks or: _____ <input type="checkbox"/> Months
<b>SECTION A</b>	
Cost of Tuition /Training for School Year	
**Must be completed even if receiving Band/Community/Organization Funding	
Cost of course materials for school year:	
Books \$ _____	
Equipment \$ _____	
Supplies \$ _____	
Fees \$ _____	
Other \$ _____	
<b>Subtotal for SECTION A</b>	
<b>SECTION B</b>	
Monthly Mortgage, Rent or Residence Costs \$ _____	
Monthly Food \$ _____	
Monthly Utilities ( heat, electricity, water) \$ _____	
Monthly Telephone: \$ _____	
Monthly Internet: \$ _____	
Monthly Cable TV \$ _____	
Transportation \$ _____ Bus Pass \$ _____	
Parking \$ _____ Gas \$ _____	
Monthly Toiletries, Personal Care, Laundry \$ _____	
Monthly Childcare \$ _____	
Monthly Entertainment, Recreation \$ _____	
Monthly Clothing \$ _____	
Mortgage Insurance \$ _____	
Car Insurance \$ _____	
Life Insurance \$ _____	
Gym Payment \$ _____	
Other Monthly Expenses (Please Specify)	
Other \$ _____	
Other \$ _____	
Other \$ _____	
Other \$ _____	
Monthly Debt Payments:	
Credit Card \$ _____ \$ _____ \$ _____	
Miscellaneous Monthly Debts (Please Specify)	
Other \$ _____	
Other \$ _____	
Other \$ _____	
Other \$ _____	
<b>Subtotal for SECTION B</b>	
<b>TOTAL SCHOOL YEAR EXPENSES</b>	
(Add Subtotals for Section A and Section B)	

**Section 5D - TOTAL FINANCIAL NEED**

Calculate your total financial need by subtracting your total expenses from your total income.

\_\_\_\_\_ ( - minus) \_\_\_\_\_ (= equals) \_\_\_\_\_  
Total Expenses Total Income Total Financial Need

**Section 6 - ADDITIONAL INFORMATION**

- If there are additional details that you wish or are requested to provide, please use this space to do so.
- Should you have circumstances that warrant special consideration, please specify below.
- It is important that a full explanation of your financial circumstances be available to the Jury.

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**Section 7 – PREVIOUS NAAF FUNDING**

How much financial assistance have you received from NAAF in the past?

2008/09 \$ \_\_\_\_\_ \$2007/08 \_\_\_\_\_ \$2006/07 \_\_\_\_\_ \$2005/06 \_\_\_\_\_ Other Years\$ \_\_\_\_\_  
Specify

REMINDER: If you received an award from NAAF prior to this application, the Financial Report Form must be submitted before this application can be considered for funding.

**Section 8 - INVOLVEMENT and CONTRIBUTION to the ABORIGINAL COMMUNITY**

This is an award for First Nations, Inuit, and Métis peoples, therefore, your involvement/engagement/participation in your First Nation, Inuit and/or Métis community is of utmost importance.

**Responses are required and limited to the space provided.**

1. Where were you born? \_\_\_\_\_
2. Where did you grow up? \_\_\_\_\_
3. Tell us about yourself and the community you are from. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Tell us why you are interested in pursuing studies in the Oil & Gas and Technology sector and how this program of study will contribute to your future job.

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5. I participate and contribute in my First Nation, Inuit and/or Métis community by \_\_\_\_\_

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### Section 9 - CHECKLIST

The following documentation must be submitted to make your application complete:

- ✓ One current National Aboriginal Achievement Foundation (NAAF) OGTT Application Form fully completed and signed in the designated areas.
- ✓ Proof of First Nation, Inuit or Métis status
- ✓ Original Official Transcripts from your present or most recent academic program (i.e. record of high school marks).
- ✓ Letter of Recommendation From Elder, Teacher, Principal, Employer, Coach or Community Leader
- ✓ A Recent Clear Colour Photograph
- ✓ Current Resume
- ✓ Letter of confirmation of admission into program, OR proof of continuing enrollment
- ✓ Financial Report Form if you received an award the previous year and have not yet forwarded it to NAAF.

### Section 10 – DECLARATION and CONSENT

- I have read and fully understand the guidelines that govern the application and Jury process, and I have provided answers to **all** questions which apply to me.
- I certify that all information contained on this form is true and correct. I understand that any false statements intentionally given on this application, by email, or telephone will disqualify my application and will affect my ability to access future funding.
- If I have not done so previously, I am attaching a Financial Report Form.
- I hereby give consent that NAAF is authorized to release my contact information to NAAF's donors (including name, telephone number, e-mail, and mailing address), so that they may contact me personally.
- I hereby give consent for NAAF to use/publish my name, photo, and relevant information on NAAF's website, in NAAF's brochure, for promotion, marketing, advertising, or in our donor communications.
- I understand that I must submit all the items listed in 'Section 9 – Checklist' in order for my application to be complete and taken forward for Jury consideration.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NATIONAL ABORIGINAL ACHIEVEMENT FOUNDATION



Name of Applicant: \_\_\_\_\_

**LETTER OF RECOMMENDATION**

Relationship to the applicant:     Elder     Teacher     Principal     Community Leader

1. How do you know the applicant?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Length of time you've known the applicant?

\_\_\_\_\_

3. Why would you recommend the applicant for this bursary/scholarship award?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Why do you think the applicant will do well in the field of study?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Additional Comments.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Once completed by the assessor, original assessment forms may be returned to the applicant to be included with their application OR they can be mailed directly to the National Aboriginal Achievement Foundation office.**

Name of Assessor (Please Print/Type):

Institution:

Position and Department:

Address:

Telephone: (    )

Fax: (    )

E-mail address:

Signature of Assessor

Date

If you have any questions feel free to contact NAAF's Education Department (toll-free) at: 1-800-329-9780 Fax: 1.519.445.0067

National Aboriginal Achievement Foundation  
Attn: Education Department  
P.O. Box 759  
2160 Fourth Line  
Ohsweken, Ontario  
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