

**NATIONAL ABORIGINAL ACHIEVEMENT FOUNDATION**



**First Nation, Inuit & Metis  
Post Secondary Education  
Bursary Award**

**Deadline: June 1, 2010**

**Guidelines**

# NATIONAL ABORIGINAL ACHIEVEMENT FOUNDATION



## First Nation, Inuit & Metis Post Secondary Education Bursary Award Deadline: June 1, 2010

### Application Guidelines

#### INSTRUCTIONS

- **Read the Application Guidelines carefully before you complete the Application Form.**
- **Submit a complete application package with all required supporting documentation.** Use the checklist below to ensure all supporting documentation is received as no late documentation will be accepted after the deadline.
- 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 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 applications is June 1, 2010. Fully completed application packages must contain current information and be post-marked, in the mail or dropped off at a NAAF Office by the deadline.

**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:

- Studying in the fields of business, commerce, science, law, engineering, information technology, education, social work and social sciences.
- A Canadian resident Aboriginal individual who is either a status (as recognized by the Government of Canada, Department of Indian Affairs) First Nation, Inuit or Metis. 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.
- 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. \*\*\* Please note that there is limited funding for one year programs at this time!\*\*\*

Financial assistance is not provided for:

- ✗ Undergraduate studies outside of Canada;
- ✗ Seminars, workshops and other short-term studies;
- ✗ Research travel or other informal self-study initiatives.
- ✗ Studies in health careers – students in these programs should apply to the NAAF Aboriginal Health Careers program which has a deadline of June 1<sup>st</sup>
- ✗ Studies in Fine Arts – students in these programs should apply to the NAAF Fine Arts programs which has a deadline of May 1<sup>st</sup>.

### DEFINITION OF BURSARY AWARDS

**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. Applicants who do not demonstrate a financial need in the budget section of the application will not be assessed. Submitting an application does not guarantee that an applicant will receive an award.

### AMOUNT OF BURSARY AWARDS

There is no set amount for bursaries – every applicant is assessed individually. The level of financial assistance varies according to the assessed financial need of applicants, the number of applicants, and the availability of funds for allocation. Increasing numbers of students – faced with rising education costs – are applying for higher levels of financial assistance, which places real strains on the existing resources. Very few applicants receive the full amount of their requests; therefore, it is necessary and wise to explore all other possible sources of revenue to complement any award received from the National Aboriginal Achievement Foundation.

### APPLICATION PROCESS

#### Conditions:

- 1) Awards are provided for the academic year that begins in the fall term (September 2010) of the year of the application and continues through the following year to the end of the winter term, or the spring term, or the summer term. Awards must be claimed by June 30, 2011.
- 2) Each application is for a single school year only. All students must complete a current application form for each year they wish to receive a bursary award. If you have questions, you are encouraged to contact the Education staff for assistance.
- 3) Applicants will only be contacted by Education staff should there be questions about their application package.
- 4) Applicants are requested to advise Education staff of any changes to their mailing address, telephone numbers, or related contact information throughout their studies.
- 5) Applicants are required to provide notification of change of circumstances that may impact their program of studies.
- 6) Applicants applying for bursary awards must complete all sections of the application form.
- 7) Applicants must provide the following supporting documentation with their application forms.
  - Proof of First Nations (as recognized by the Federal Government), Inuit or Métis status** - all applicants must have a 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 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.
  - Two completed Applicant Assessment Forms**- It is mandatory that this form be filled out by two different faculty members, teaching assistant, sessional lecturer or practicum supervisor of the institute, college or university that the applicant is/was attending in the 2009-2010 academic year. The original documents, signed and dated by the assessors must be submitted to the NAAF.
  - Current Resume or Curriculum Vitae (CV)**

- Recent Clear Colour Electronic Photo** of head and shoulders in .jpg format that can be used on NAAF's website, for advertising or in promotional materials. This can be submitted by email to [education@naaf.ca](mailto:education@naaf.ca).
- A Letter of Personal Introduction** to the Jury (minimum of 750 words, maximum of 1,500 words) that includes the following.
 

**Applicants, applying to NAAF for the very first time are asked to:**

  - a. State your reason for choosing your field of study.
  - b. Tell us why you are passionate about this field of study and committed to completing this program.
  - c. State your hopes and dreams regarding your future career and employment.
  - d. Include any special circumstances that you think the Jury should give consideration to in reviewing your application.
  - e. Demonstrate your contribution and ongoing involvement in the Aboriginal community.

**Applicants previously funded by NAAF, are asked to provide the following information:**

  - a. Explain 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?
  - b. Identify the new challenges and successes that you have experienced during the academic year.
  - c. What important lessons have you learned?
  - d. State how you actively enhanced your involvement in the Aboriginal community.
- Letter of Acceptance** – a copy of the letter of acceptance or offer of admission into a program. However, if this information is not available at the time application is due, then please clearly indicate in section 7 of the application form that you are waiting for the letter of offer and will submit it as soon as it is available. **NOTE:** If you are awarded a bursary/scholarship by Jury you will also be required to submit **Confirmation of Enrolment** before your award can be released. Confirmation of enrolment can be provided through a letter from the Registrar's Office or Faculty Head that clearly states you are registered as a full-time student in 2010-2011 for the timeframe that coincides with the number of months you are requesting funding for in the budget section of your application to NAAF.
- Official Transcript of your most recent marks or record of studies.** However, if an official transcript is not available at the time the application is due, unofficial marks can be submitted for the interim.
- Letter from Band/Aboriginal Health Careers Office or Support Organization** – Status First Nation and Inuit applicants must provide a letter from their band/community organization indicating what funding they will be receiving or that funding was not available to them.
- Verification of Current Tuition & Fees** - from course calendar, brochure, web page, web account or the Registrar's office. However, if 2010-2011 tuition and fee amounts are not available at the time the application is due, then a copy of the 2009-2010 can be submitted for the interim.

## JURY COMPOSITION & JURY ASSESSMENT CRITERIA

**Jury Composition:** Applications are reviewed by a Jury of First Nations, Inuit and Métis professionals and employees in a variety of occupations. Fair representation based on geographic location and First Nations, Inuit & Métis affiliation is considered when inviting Jurors to the process. Jury members change for every review.

**Jury 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

- A list of successful Post Secondary Education applicants will be posted on the NAAF website within the last week of August 2010.
- All applicants, successful or otherwise, will receive written notification of the Jury decision regarding their individual application.

## SUCCESSFUL BURSARY AWARD RECIPIENTS

- Awards allocated must be used for the program of study and the academic year specified on the application form. Awards must be claimed by June 30, 2011.
- 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 your 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 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 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 letters contain thoughts that may inspire other students are frequently selected – with appropriate credit given – for NAAF's Building Brighter Futures Brochure, reports, presentations or other promotional material.
- 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?**

**MANDATORY DOCUMENTS DUE JUNE 1, 2010 – NO EXCEPTIONS – OR APPLICATION REMAINS INCOMPLETE AND WILL NOT BE REVIEWED BY JURY:**

1. One current NAAF Post Secondary Education Bursary Awards Application Form fully completed and signed in the designated areas.
2. Proof of First Nation, Inuit or Métis status.
3. Letter of Personal Introduction (minimum 750 words, maximum 1,500 words).
4. A current Resume or Curriculum Vitae (CV).
5. A recent & clear colour Electronic Photograph.
6. Two completed Applicant Assessment Forms.
7. Marks (official or unofficial) from your present or most recent academic program.
8. Letter of acceptance or offer of admission into a program – if available at the time the application is due.
9. Verification of current tuition & fees amounts for the program – if unavailable prior year's amounts can be used in the interim.
10. Financial Report Form if you received an award the previous year and have not yet forwarded it to NAAF.

**THE FOLLOWING DOCUMENTS ARE TO BE SUBMITTED BEFORE A SUCCESSFUL APPLICANT'S BURSARY WILL BE ISSUED:**

11. Original Official Transcripts from your present or most recent academic program.
12. Confirmation of enrolment that you are registered as a full-time student in 2010-2011 for the timeframe that coincides with the number of months you are requesting funding for in the budget section of your application to NAAF.
13. Verification of Current Tuition & Fees.
14. Letter from Band/Post Secondary Education Office or Support Organization indicating the amount of support you will receive or that funding is unavailable (applicable to Status First Nation & Inuit 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.

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

- Forward all information to:

**Education Department  
National Aboriginal Achievement Foundation  
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)**