



By-Law No. 25-13 Schedule "A"

Township of Elizabethtown-Kitley
6544 New Dublin Road
RR #2 Addison, ON
K0E 1A0
(613) 345-7480

Trades Bursary Program

Purpose

The Township of Elizabethtown-Kitley Trades Bursary is to provide financial assistance to residents of Elizabethtown-Kitley who are pursuing a post-secondary education or apprenticeship based on a series of eligibility criteria.

Objectives

1. Establish criteria that will allow the Economic Development Committee to consider bursary recipient(s);
2. Ensure funds available for Trades Bursary are determined annually as part of the budget process and that once the budget amount has been depleted, no additional requests will be considered; and
3. Specify that any Bursary(s) awarded are not regarded as a commitment for the Township to provide future funding.

Scope

The program applies to students of post-secondary education or apprenticeship in an eligible trades field that meets all the recipient criteria.

General Policy

The Township of Elizabethtown-Kitley Trades Bursary is an award valued at \$1,500 and may be awarded annually to one (1) student (\$1,500) or two (2) students (\$750 each) who are entering/continuing post-secondary education or apprenticeship in the trades field.

Recipient Criteria:

- Must reside within the Township and be able to provide proof of residency
- Must be attending or have received admittance to attend full-time post-secondary education at a recognized institution within the Province of Ontario or entering an apprenticeship program
- Program/area of study must be focused on the trades
- The application process will open annually on March 1st of the current year
- The student must complete the Trades Bursary Application Form (Schedule A) and submit the necessary documents electronically or by mail; received no later than 11:59:59 p.m. on the fourth Friday in April of the current year

An expanded list of the eligible trades under these sectors can be viewed at www.skilledtradesontario.ca/about-trades/trades-information/.



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Circulation:

Notices of the Bursary Program will be circulated annually to local secondary schools, local papers, and posted on all Township's social media accounts and website.

Process:

The recipient must present the Township with proof of full-time registration at the educational institution or apprenticeship before the funds are released. Whenever possible the bursary funds will be paid out directly to the education institution.

The bursary recipient(s) will be chosen by the Economic Development Committee in accordance with the following criteria and all decisions made are final. The Committee will review applicants anonymously – names will be withheld until decisions are made.

- Work and Volunteer experience (weighted at 30%)
- Essay Response (weighted at 40% - based on content)
- Reference Response (weighted at 15%)
- Application completeness & comprehension (weighted at 10%)
- Other (weighted at 5%) uniqueness, awards received, over all need

If there is no suitable candidate, the bursary will not be awarded for that year.

Questions regarding this bursary program may be directed to the Township's Clerk's Department.

Exemptions - not eligible to participate in this scholarship program:

- Municipal elected officials
- Township staff and their immediate families

Immediate family shall include: spouse, children, residents of the municipal official's household or any other person claimed as a dependent on the municipal official's tax return.



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Annual Timeline:

Start Date: Application process begins March 1st.

End Date: Application process to close at 11:59:59 p.m. on the fourth Friday of April.

Circulation: Notices/Advertisements will be circulated by the last Friday in February.

Committee Report: Staff to prepare a report for the Committee's May Meeting.

Selection: The Committee will select a winner during a close session.

Announcement:

- Staff to contact the winner following the selection
- Staff will circulate media release once winner has been notified
- If the winner is a current high school student, staff is to confirm the date of graduation ceremony for presentation of bursary

The Township of Elizabethtown-Kitley is committed to diversity and inclusivity. We promote independence, dignity, integration, and equality of opportunity with persons with disabilities by ensuring accessibility.

Accommodations - including alternative formats, will be made available for the bursary's application and selection process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). For more information or to request an accommodation please contact the Township's Clerk Department at 613-345-7480.

Personal information being collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and shall only be used in the selection of a bursary recipient.



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Trades Bursary Program

Schedule "A" Application

Contact Information:

Name:
Email:
Telephone:
Mailing Address:

Post-Secondary Details:

Institution Name:
Faculty:
Program of Study:
Year of Study:
Duration of Program:
Enrolment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Apprenticeship
Complete the following section if you are in an apprenticeship.
Employer/Sponsor Name:
Apprenticeship Location:

References:

Name:
Relation:
Telephone:
Name:
Relation:
Telephone:



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Community/School Involvement:

Please indicate any contributions to your community/school including assistance with long-term, short-term or one-time events. You are not obligated to fill all available spaces.

Organization	Role	Duration & Estimated Time Commitment

Work Experience:

List the most recent work experience(s). You are not obligated to fill all available spaces.

Organization	Position	Duration of Employment

Past Awards/Achievements/Certifications:

Examples include First Aid Certification, Food Safety Handling, Sport Recognition, etc. List the most recent activities. You are not obligated to fill all available spaces.

Activity	Year



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Written Component:

Submit an essay as a separate document with your name appearing either at the beginning or end of the essay. The essay is to be a maximum of 750 words focusing on:

- Living in a small, rural municipality and how it has influenced you.
- How this scholarship may assist you in achieving your career aspirations.
- Why post-secondary education is important to you.

Submission can be made via email, fax, and regular mail before the deadline and **must be received no later than 11:59:59 p.m. on the fourth Friday of April.**

Mail: Township of Elizabethtown-Kitley
c/o Laura Stanzel, Deputy Clerk
6544 New Dublin Road
RR2 Addison ON K0E 1A0

Email: deputyclerk@ektwp.ca

Inquiries can be made to Laura Stanzel, Deputy Clerk at deputyclerk@ektwp.ca or 613-345 7480 ext. 234.

Office Use Only:

Date Received: _____

Method Received: Mail Fax Email

Received By: _____

Application Form Submission

Local: Yes No

Full Time Student: Yes No

Ontario Institution: Yes No

Eligible Program: Yes No

Essay Submission Received: Yes No