



BBPA NATIONAL SCHOLARSHIP APPLICATION GUIDE 2022-2023 SCHOOL

YEAR Carefully read this **guide** before completing your application form.

SECTION 1 - INTRODUCTION

THE NATIONAL SCHOLARSHIP PROGRAM

The National Scholarship Program is an annual program that awards one-time financial aid for academic studies to students enrolled full-time at an accredited post-secondary institution.

*There are scholarships that can span more than one year (renewable) which requires that the recipient meet the university/college's criteria for academic progression in order to continue receiving the scholarship. Visit www.bbpa.org for updated awards and their descriptions.

SCHOLARSHIP ELIGIBILITY

As a member of the Canadian Black community (African-Canadian/African-Caribbean/African-American), You must:

- ✓ be a Canadian Citizen, or Permanent Resident, or Protected Person,
- ✓ be enrolled or accepted for enrolment as a full-time student in the 2022-2023 academic year at an accredited post-secondary institution,
- ✓ be at a maximum 30-years of age at the start of the 2022-2023 academic year, and
- ✓ certify that all information provided on your application form and in all accompanying documents is true, accurate and complete to the best of your knowledge.

REQUIRED DOCUMENTATION

You will be required to submit the following documentation along with your application. Any application that does not have all the required documents will be deemed incomplete and will not be considered for a scholarship. Please ensure that all documentation is submitted through the application portal. Documents will not be accepted via mail or email.

- ✓ High School/Post-Secondary Transcript – official/unofficial transcripts will be accepted.
- ✓ Budget Synopsis
- ✓ Letter of Recommendation
- ✓ Resume
- ✓ Photograph

SELECTION CRITERIA

Are outlined by the person or institution granting the award, including:

- ✓ high academic achievement (Section C),
- ✓ financial need (Section D),
- ✓ additional distinctions established by the donor (e.g., course of study; attendance at a specific university; etc.

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**DEADLINE TO APPLY:**

Wednesday, July 18, 2022 11:59 p.m. EST.

Once your online application is submitted, a non-reply email with a reference number will be sent to you. Applications submitted by email or Fax will not be considered.

BASIC EVALUATION PROCESS

STEP 1: Each applicant is evaluated by at least two judges based on the following three standard criteria:

- i. **High Academic Achievement.** This is based on academic transcripts that are submitted.
- ii. **Recognized Contribution to the Black Community:** This is based on information presented in your application, by information provided by your letters of recommendation, by your resume, plus any reinforcing narrative you provide in your essay.
- iii. **Financial Need:** This is determined utilizing the financial information that is furnished in **the budget synopsis and financial need explanation.**

STEP 2: In addition to Step 1, applicants are evaluated based on donor criteria including:

- i. field of study,
- ii. leadership role,
- iii. community service or volunteerism,
- iv. overcoming certain life challenges,
- v. residence in a specific geographic area, or
- vi. other.

Many donors do not specify unique criteria. Descriptions of scholarships in the BBPA NSP website provide guidance regarding donor determined unique criteria.

STEP 3: The judges who are community professionals use information assembled in Steps 1 and 2 to assign scholarships to eligible applicants. For specific scholarships donors might select their recipients.

STEP 4: With all conditions met, scholarship recipients will be officially advised of their award by August 29th, 2022. As a courtesy, applicants who are unsuccessful in the 2022/23 scholarship program will also be notified by email and are encouraged to application the following year.

STEP 5: Scholarship Awards Ceremony will be held September 30, 2022.



SECTION 2 – YOUR PERSONAL PROFILE

General: Please ensure that all required fields are filled in correctly. We will use this information to contact you regarding your scholarship application.

Email Address: Communication with you will be primarily by email. You must provide an active and frequently-monitored-by-you email address. You must be the owner of the email account. We will not accept the email address of a third party in the means of communicating with you.

Current Citizenship Status: Scholarships will only be awarded to applicants who are Canadian citizens or Permanent residents of Canada.

Social Insurance Number: Is mandatory for processing scholarship applications and will be used to issue your tax receipt as required by the Canada Revenue Agency.

Mailing Address/Permanent Canadian Address: This address will be used as the reliable default address for postal contact with you, even if you are temporarily living elsewhere (for purposes of attending school, etc.).

Please ensure that you check the box to indicate that you are enrolled full-time in a college or University. Scholarships will only be granted to student in full time studies. A Proof of Enrolment will be required.

SECTION 3: HIGH SCHOOL/UNIVERSITY PROFILE

High School Name and Province: If you are currently attending High School /CEGEP provide the full name and Province of the school

Name and Address of Your University/College: Give the complete address of the particular campus of the university or college you will be attending for academic year 2022-2023, to ensure that if you are awarded a scholarship that you will receive your cheque.

Provide Your University or College Student Number: Provide your official University or College Student Number for the academic year 2022-2023

Name of Your University or College Program: Give the full official title of the program enrolled in for the academic year 2020-2021 and include your subject of major interest. Refer to the institution's official program titles. Examples:

- Bachelor of Commerce (B.Com.), majoring in Accounting
- Bachelor of Science (B.Sc.), majoring in Biochemistry

Your Level of Study: Indicate your level of study for academic year 2022-2023 (ie. Bachelors Degree, Master's Degree, PhD etc.)

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University Program Duration: Indicate the length of your program. If you are completing a 4 year degree, indicate 4 years.

Year of Study: Indicate your current year of study for academic year 2022-2023. (ie. If you are in your second year of a 4-year program, please indicate 2)

SECTION 4: ACADEMIC PROFILE

Your Academic Transcript (High School/College/University): An original copy of your academic transcript is required. However, to meet the application deadline we will welcome receipt of a copy of your transcript in PDF format. We **do not** require that a hard copy of the original version be sent to the BBPA National Scholarships office. Online uploads are all that is necessary.

If you are in high school/CEGEP, then provide your academic transcript from this school. If currently attending college/university, provide an academic transcript that goes up to your most recent study term/semester. Some schools will stamp the transcript with the term *Issued to Student* and give it to you. We will accept this. Some schools insist on mailing an official transcript to the person or organization that you designate; this is accommodated on the online application. Simply add the email of your academic director and he/she will be sent a secure link through which your academic transcript can be uploaded. It is your responsibility to follow up with your school to ensure it uploads the transcript if you are unable to do so yourself.

SECTION 5: FINANCES

This section explores information that enables our judges to assess your level of financial need.

Will you be applying for OSAP: Indicate if you are applying for OSAP for the 2022-2023 Academic Year.

Housing Accommodations: Indicate where you will be living during the academic year 2022-2023

Marital Status: What is your marital status?

Sole Support Parent: Indicate whether your family is headed by a sole parent.

How many dependent children are in the household?: Please indicate the number of

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children under the age of 18 who are financially dependent and leaving at the same residence listed as your permanent residence.

Budget - In this section, you are required to accurately present all sources of revenue that will support your living and school expenses. Calculate (project if necessary) your income and expenses for the timeframe May 31, 2022 to April 30, 2023. Be as accurate as possible and retain your working notes. Later in the scholarship cycle, you may be asked for details pertaining to your answers.

Please note: If you have applied for government financial assistance such as the Ontario Student Assistance Program (OSAP) in Ontario, it's a good idea to ensure the information you present in your scholarship information aligns with information in your government-assistance application.

Income for Academic Year 2022-2023: Indicate all income including all

'Scholarships/bursaries/other financial awards' refer to:

- (i) known scholarships and bursaries, including any automatically provided by your university/college,
- (ii) government loans or grants provided through a provincially-administered financial aid program (e.g. OSAP in Ontario), and
- (iii) other.

In addition, include:

- Current savings.
- Expected employment income
- Parental Financial Support
- Income from *Registered Education Savings Plan (RESP)*
- Other income

Your total income will auto calculate

Expenses for Academic Year 2022-2023:

Indicate all expenses

- Yearly tuition and non-tuition fees.
- Monthly Housing and Utilities
- Monthly food
- Yearly Textbooks and course Supplies

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- Transportation (includes daily commutes between your residence and college/university, as well as scheduled trips between your school-related residence and your permanent address (assuming you are living away from home).
- Monthly Phone Bill
- Monthly Health and Personal care
- Monthly Entertainment
- other Expenses
- Expenses for accessibility needs

Your total of your expenses will auto calculate.

SECTION 6: PERSONAL STATEMENT

Your Financial Need Appeal: (500 words)

Make a convincing case for financial assistance.

Here is an opportunity to make a convincing case for financial assistance. In the space below, describe the financial conditions you will encounter during academic year 2022/2023. At the end, reveal how you plan to give back to the Black community if you are granted a scholarship by the BBPA NS.

- Describe your financial pressures.
- What are the financial hardships facing your family and other conditions which may make it difficult for your parents to contribute to your education?
- What are your prospects for summer earnings and savings?
- Does your program of study impose extraordinary fees and other costs on you?
- Will you be taking a loan from a financial institution to cover your studies?
- Will loan funding from provincial financial aid be inadequate for your needs?
- At the end of your university/college studies will you be carrying debt and, if yes, what will your projected debt burden?
- Are you supporting children and/or family?
- Have you had occasion to suspend your studies due to lack of funding?
- Do you reside in subsidized housing?

Tell Us Your Personal Story: (1000 words,)

This essay gives you a chance to make a powerful case for a BBPA NSP scholarship. Think carefully about the scholarship selection criteria and develop a strategy for focusing your arguments on the factors that matter. Do you wish to be a candidate for a scholarship with unique donor criteria such as family history, sports, subject of study, community service and so on that you were unable to highlight in the rest of the application form? Now is the time to dwell on these. Are you experiencing incredible financial hardships that need to be highlighted? Should scholarship judges be aware of special aspects of your family's history? Do you want to emphasize your community service and student leadership records and the awards you have been given? Have you excelled in your academics and have been recognized by your school, or other agencies? If you were involved in a project, did you initiate it, did you lead it or was your



role that of a participant? The essay provides you with a platform to sway the judges to your side.

Make a point of discussing how you plan to ‘give back’ to the Black community if you are granted a BBPA National scholarship. Trustees of The National Scholarship Program want to see more ‘scholarship alumni’ engaged in committed and sustained service to the Black community. How will you contribute your knowledge, skills and talents to developing the community?

Career or occupational objectives: Use this section to explain your career or occupational objectives. Indicate the professional field or job position you would like to enter after completing your studies.

Community Service/ Engagement:

- Did you initiate a project that benefited the community?
- Did you have a leadership role or other pivotal role within an organization or group in the community?
- Have you shared your talents, your knowledge, and skills to any community endeavor in improving the lives of others or benefitting the community?
- Have you had a significant volunteer or paid experience with a community organization?
- Tell us about it by listing the *organization*, and by describing the *role/activity* you undertook.

Extracurricular Activities: Some scholarships place a high priority on extracurricular activities which essentially are about activities that are “outside the realm of the normal activities of the school/college/university curriculum”. Highlight the most important extracurricular activities you participated in and depict the level of your participation such as the recreational, intramural or national level. If in college or university, do you play for the varsity team? Were you involved in your school’s orchestra, drama club, debating club? Did you establish or lead a club or initiate an extracurricular activity that benefited your fellow students? We want to know.

SECTION 7: DONOR-DETERMINED SELECTION CRITERIA

Some scholarships do consider a fourth criterion for decision and this criterion is determined by the donor. Examples of this fourth criterion are enrolment in a particular field of study, residence in a specific geographic area, or personal attributes and achievements such as leadership.

To ensure assessment of your application for scholarships with special donor-determined



criteria, please check a maximum of three criteria included in the application. If you select more than 3, only the first three will be considered.

SECTION 8: REQUIRED DOCUMENTATION

Letter of Recommendation: Do not submit more than one (1) recommendation letter. Those writing letters on your behalf should know you well, and be able to describe your achievements, character, challenges encountered, commitment to your community and your special personal attributes. These letters can be very persuasive in convincing judges of your eligibility for a scholarship. Therefore, it's best to ask people who are willing to make the effort to write an impactful letter. Letters should be addressed to The ***Selection Committee, BBPA National Scholarships, 180 Elm Street, Toronto, Ontario, M5T 3M4***, and should be uploaded with your application.

Submit a letter of recommendation from ONE of the following:

From a Teacher: This letter should be written by your current school teacher; however, a letter from your guidance counsellor, principal or vice-principal who knows you well is acceptable. If you recently changed high school and prefer a letter from your former high school, this is also acceptable. Ensure that you request a letter from your teacher before the summer break. For college/university students your professor or head of an academic department can write your letter. This letter should amplify your grade data and expand on your academic performance to reinforce your case for a scholarship.

From a Member of the Community: This letter should be written (on letterhead) by someone outside your school but within your community. This person may be an employer, coordinator of volunteer community services, someone from the faith community, a member of the Black community or a leader of an organization to which you belong. Ideally, this person should know you well enough to write of your record of community service, your family situation, challenges you have faced and to make your case for a scholarship.

From an Athletic Director or Coach of Extracurricular Activities: This letter should be written (on letterhead) by the Coach, Director, Leader or Organizer of the activity or team.

Ideally, this person should know your record of participation and involvement including your strengths and abilities you bring.

Your Resume: Your resume is an account of your personal, educational and professional history and experience. It is what you would submit with a job application. Please include it



with your application.

Your Photograph (Portrait): Your photograph must be high-resolution and high quality. It should be like your graduation portrait. It must have a clear background and it should not be a 'selfie'.

*Do not provide material that is not requested. Do not submit copies of video/CDs. Material submitted will not be returned. Ensure to use the scholarship portal for all document submissions. Email submissions will be disregarded.

SECTION 9– ACKNOWLEDGEMENT

Please indicate that:

- ✓ the answers provided to the questions on the online application are true to the best of your knowledge.
- ✓ You understand this information will be used to determine your eligibility for scholarship funding.
- ✓ You understand the information you have provided is subject to verification and that giving false information may result in the dismissal of your application.
- ✓ The information you provide in your application is being collected under the authority of BBPA and will be used for the purpose of administering funding for the National Scholarship Program.