



BBPA NATIONAL SCHOLARSHIP APPLICATION GUIDE 2019-2020 SCHOOL YEAR

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

THE NATIONAL SCHOLARSHIP

Awards non-repayable, one year only, 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. These are offered by: *The TD Financial Group Scholarships*, and *The Dentons Canada LLP Scholarship*. Visit www.bbpa.org for updated descriptions.

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 2019-2020 academic year at an accredited post-secondary institution,
- ✓ be at a maximum 30-years of age at the start of the 2019-2020 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.

SELECTION CRITERIA

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

- high academic achievement (Section C),
- financial need (Section D),
- recognized contribution to the Black community, (Section E), and
- additional distinctions established by the donor (e.g., course of study; attendance at a specific university; etc.

Q: WHO SHOULD I CONTACT FOR HELP WITH MY APPLICATION?

If in high school, consult your parents, your guidance counsellor, a community mentor and any teacher who has been supportive of your development. Additionally, if you are currently in a college/university, you may consult staff in your institution's financial aid and awards office or a person familiar with your school work or employment record.

DEADLINE TO APPLY

Once your online application is submitted, a non-reply email with a reference number will be sent to you. Our offices must receive your completed hard copy application, with accompanying documents, by **4:00 p.m., Friday, June 28, 2019**, by mail, or deliver it to the: National Scholarship, c/o The Black Business and Professional Association (BBPA), 180 Elm Street, Toronto, Ontario, M5T 3M4. Applications submitted by email or Fax will not be considered.



BASIC EVALUATION PROCESS

STEP 1: All applicants are evaluated by at least three 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 **Section E** of 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 based on the financial information that is furnished in **Section F**

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 NS website provide guidance regarding donor determined unique criteria. Here are some examples of unique selection criteria:

- The *TD Financial Group Scholarship* requires enrollment in business and be available to intern at the bank during summers.
- The *Dr. Anderson Abbot Scholarship* requires enrollment at the University of Toronto.
- The *Dentons Canada LLP Scholarship* requires enrollment in law.
- The *Tristan Thompson Scholarship (2)* require significant engagement in sports. Express this in **Item 31** of your application, plus your essay and support letters.
- The *Lucille May Gopie Scholarship* requires the recipient be from a home headed by a sole-support parent. Express this in **Item 25** of your application, essay and support letters.
- The *Cadillac Excellence in Marketing and Communication* requires enrollment in marketing or communication.
- The *Madeline Blackman Scholarship* requires heritage links to Antigua and Barbuda. Express this in your essay and support letters.
- Currently being finalized are new scholarships targeted at recipients who reside in Toronto Community Housing. Express this in your essay and support letters.

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

NOTIFICATION OF SCHOLARSHIP OFFER

STEP 4: Conditional, time sensitive scholarship offer, the Confirmation Questionnaire, will be sent via email, by August 1st 2019 to selected applicants who must respond by a given deadline, August 16th, 2019.



STEP 5 With all conditions met, scholarship recipients will be officially advised of their award by August 30th, 2019. As a courtesy, applicants who are unsuccessful in the 2019 scholarship program will be also notified by email and are encouraged to application the following year.

STEP 6 Scholarship Awards Ceremony will be held October 3rd, 2019.

APPLICATION FORM

SECTION A – YOUR PERSONAL PROFILE

General: Please ensure that all required fields are filled in and that your name appears on the top right of each page starting at Page 2. **(Items 1 – 7)**

Item 8: 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.

Item 9: Current Citizenship Status: Scholarships will only be awarded to applicants who are Canadian citizens or Permanent residents of Canada.

Item 10: 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.

Item 11: 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.).

Item 12: If you are a resident of TCHC, please indicate Yes or No.

SECTION B: INFORMATION ABOUT YOUR UNIVERSITY/COLLEGE PROGRAM/CAREER PROFILE:

Item 13: High School/CEGEP: If you are currently attending High School /CEGEP provide the full name and Province of the school

Item 14: 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 2019-2020, to ensure that if you are awarded a scholarship that you will receive your cheque.

Item 15: Provide Your University or College Student Number: Provide your official University or College Student Number for the academic year 2019-2020



Item 16: Name of Your University or College Program: Give the full official title of the program enrolled in for the academic year 2019-2020 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

Item 17: Your Level of Study: Indicate your level of study for academic year 2019-2020

Item 18: Duration of your University/College Program: Indicate the total number of years of your program

Item 19: Year of Study: Indicate your current year of study for academic year 2019-2020

Item 20: Your Time Status: Scholarships will only be granted to student in full time studies. A Proof of Enrolment will be required.

Item 21: 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.

SECTION C: ACADEMIC ACHIEVEMENTS

Item 22: 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 would still require that a hard copy of the original version be sent from your school directly to the BBPA National Scholarships office.

Item 23: Letter of Recommendation from 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.

SECTION D: DECLARATION OF YOUR INCOME AND EXPENSES (include the worksheet)

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



Item 24: Financial Aid Application: 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.

Item 25: Sole Support Parent: Indicate whether your family is headed by a sole parent with 1 -5 dependent children living in the same household.

Item 26: Marital Status: What is your marital status?

Item 27: Accommodations while attending school: Indicate where you will be living during the academic year 2019-2020.

Item 28: Budget Synopsis (Work Sheet) - In this section, you are required to accurately present the all sources of revenue that will support your living and school expenses. (use work sheet provided)

A) Income for Academic Year 2019-2020: 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

Provide a total of your resources on **Line 28i**.

B) Expenses for Academic Year 2019-2020: Indicate all expenses

- Yearly tuition and non-tuition fees.
- Monthly Housing and Utilities
- Monthly food
- Yearly Textbooks and course Supplies
- 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 and other Expenses
- Expenses for accessibility needs

Provide a total of your expenses on **Line 28ii**.

C) Total Net Income for Academic Year 2019-2020: Subtract total expenses from total income
Provide net income total on **Line 28iii**.

*Please send work sheet with support documents

Item 29: Your Financial Need Appeal: Make a convincing case for financial assistance.

SECTION E: INFORMATION ABOUT YOUR COMMUNITY AND EXTRACURRICULAR ACTIVITIES

Item 30: Community Service/ Engagement: List the best three (3) situations in which you contributed to the Black community and to the wider Canadian community. 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 endeavour 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.

Item 31: Letter of Recommendation 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.

Item 32: 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”. List the three 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.

Item 33: Letter of Recommendation from 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.

SECTION F: Donor-determined Selection Criteria to Support Your Application

Item 34: Essay of Approximately 500 Words: This essay gives you a chance to make a powerful case for a BBPA NS 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 Scholarships 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?

We ask that the essay be typed and that it be your creation. At the top of each page of your essay, note your surname and given name.

Item 35: Academic Transcript. 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. In your package, we require the original copy of the transcript plus three photocopies. Some schools insist on mailing an official transcript to the person or organization that your designate, and this could result in the document being received after the May 30 deadline. Should this apply to you, submit the rest of your application before the June 30 deadline, and indicate your school will later send your transcript directly. It is your responsibility to follow up with your school to ensure it mails the transcript. We are prepared to accept your academic transcript arriving a few days after receipt of your application or shortly after the June 30 application deadline.

Item 36: 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.



Item 37: Two Copies of 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'.

SECTION G – CHECKLIST

General: We require a complete one (1) copy of your online application form and related documents. There should be a set which contains all original documents such as your academic transcript, plus three other sets that are photocopies of the original set. You need only provide two copies of your photograph

Please submit ONE letter from a member of the community, ONE letter from a teacher and ONE letter from a coach or director. Do not submit more than three (3) letters that are required. 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 persons 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 included in your application package.

Do not provide material that is not requested. Do not submit copies of video/CDs. Material submitted will not be returned.

SECTION H – TERMS AND CONDITION

General: Please read the terms and conditions section. As you can appreciate, it is important that applicants are made aware of the terms and conditions governing the administration of the scholarship program.