

# Outline of Criteria and Application Process

## Keith Taylor Memorial Scholarship Award

### **Section (1)**

#### Criteria:

1. Involved as a Little Brother or Little Sister with Big Brothers Big Sisters of Cambridge.
2. Acceptance at a post secondary education or trade program, including college, university or other career training program. Note: The scholarship funds will only be directed to a registered charity or qualified donee.
3. Need for financial assistance to assist in pursuing educational or training program.

#### Application Process:

1. Outline your name, address and contact information in addition to your involvement as a Little Brother or Little Sister with Big Brothers Big Sisters of Cambridge.
2. Outline how the funds will be used in pursuit of educational or training program and why the applicable education or training is important.
3. Confirm application to a post secondary education or trade program.
  - a. Note: Confirmation of acceptance to the program will be required prior to the scholarship funds being released to the applicable charitable educational organization.
4. Include a picture of yourself and a note that gives permission to the Cambridge & North Dumfries Community Foundation and the Big Brothers Big Sisters of Cambridge to use your picture and refer to your goals regarding education and training in its public relations materials concerning this Fund.
5. Forward the request for scholarship funds to the Cambridge & North Dumfries Community Foundation, 150 Main Street, 2<sup>nd</sup> Floor, Cambridge, ON N1R 6P9 (For further information: 519-624-8972).

### **Section (2):**

#### The Application Review Process:

1. Once the application has been received by the Cambridge & North Dumfries Community Foundation, a committee will review all applications, conduct personal or telephone interviews as necessary, and then select those applications to receive assistance based on the criteria outlined in Section 1.

#### Awards:

1. Applications for scholarships to post secondary educational institutions must be submitted to the Cambridge & North Dumfries by May 31<sup>st</sup> of each year. Applicants will be required to submit a new application for subsequent year funding. Notification will be sent to all applicants no later than July 15<sup>th</sup> as to the status of the application.
2. Applications for trade or other certifications must be received no less than two months prior to the start date of such training and will be awarded based on available funds.
3. Once a scholarship is approved, the scholarship funds will be forwarded to the applicable registered charity or qualified donee; T4A, as required, will be issued by the receiving charitable organization.
4. The Cambridge & North Dumfries Community Foundation will instruct all institutions receiving funds on behalf of a recipient for tuition purposes that should the recipient withdraw prior to the end of the period for which the funds are awarded, funds will be returned to the Cambridge & North Dumfries Community Foundation, Keith Taylor Memorial Scholarship Fund, based on the amount awarded.