



HAMILTON  
COMMUNITY  
FOUNDATION

For Hamilton, For Ever

## CHANEY ENSIGN BURSARY FUND

Application Check List

Hamilton Community Foundation, 120 King Street West #700, Hamilton, Ontario L8P 4V2  
Telephone:(905) 523-5600 • Fax:(905) 523-0741 • information@hcf.on.ca • http://www.hcf.on.ca

*The purpose of the Chaney-Ensign Bursary Fund is to provide modest educational bursaries to students with serious financial need who have graduated from a publicly funded high school in the City of Hamilton and are attending an approved college or university in Canada or the United States, for specialized studies.*

### Chaney Ensign Application Check List

**Please use the following check list as a guide to make sure that you are eligible for a Chaney Ensign Bursary Award and that you have included all of the required documentation.**

#### Eligibility

- I have successfully completed high school requirements at a publicly funded secondary school in the Hamilton-Wentworth area;
- I have need for financial assistance;
- I am enrolled as a full-time student;
- I am registered and in attendance at an approved college or university in Canada, or for specialized programs, in the United states or abroad; and
- Have submitted my completed application form to the Financial Aid Office at my university/college by the required deadline.

#### I am including:

- a completed application form and covering letter;  
an Ontario Student Assistance Program (OSAP) Notice of Assessment
- (NOTE: students must apply to OSAP for assistance; however, a student whose OSAP application is rejected, may still apply to the Chaney Ensign Bursary Fund.)**
- A transcript of final secondary school marks;
- transcript of most recent marks at a post-secondary institution

**NOTE:** Application forms must be fully completed and submitted along with the other required documentation to the university/college Financial Aid Office for comments and recommendations. Financial Aid officer to forward application directly to Hamilton Community Foundation to meet one of the two annual deadlines, October 1 and February 1.

#### TWO ANNUAL DEADLINES FOR APPLICATIONS

**September 25 – Student submits application to Financial Aid Office**

**October 1 – Financial Aid Office submits applications with recommendations to Hamilton Community Foundation**

**January 25 – Student submits application to Financial Aid Office**

**February 1 – Financial Aid Office submits applications with recommendations to Hamilton Community Foundation**



**HAMILTON  
COMMUNITY  
FOUNDATION**  
For Hamilton, For Ever

**CHANEY ENSIGN BURSARY FUND**  
Application

Hamilton Community Foundation, 120 King Street West #700, Hamilton, Ontario L8P 4V2  
Telephone:(905) 523-5600 • Fax:(905) 523-0741 • information@hcf.on.ca • http://www.hcf.on.ca

**This application form must be fully completed and submitted along with the other required documentation as per the checklist, to the university/college Financial aid office for comments and recommendations. Financial Aid Office to forward application directly to Hamilton Community Foundation by October 1 or February 1.**

**PERSONAL INFORMATION**

Title: Mr.  Mrs.  Miss.  Ms

Name: \_\_\_\_\_ Student Number \_\_\_\_\_

Local Address: (while at school): \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Marital Status: Single  Married  Divorced  Separated  Widowed

Do you have dependent children? No  Yes  Ages \_\_\_\_\_

Do you have brothers/sisters who are financially dependent on your family? No  Yes  Ages \_\_\_\_\_

**EDUCATIONAL INFORMATION**

Secondary School: \_\_\_\_\_

Graduated from Grade \_\_\_\_\_ in \_\_\_\_\_ Graduating Average \_\_\_\_\_ %

University/College Attending \_\_\_\_\_ Full-time

Faculty / Program \_\_\_\_\_ Degree/Diploma Sought \_\_\_\_\_

Length of Program \_\_\_\_\_ years Present Academic Year: 1  2  3  4

Previous Degrees / Diplomas Earned: \_\_\_\_\_ Institution: \_\_\_\_\_

Career Plans Upon Graduation: \_\_\_\_\_

**FINANCIAL INFORMATION**

**FINANCIAL STATEMENT AND BUDGET ESTIMATE FOR ACADEMIC YEAR**

My study period begins     /     /     (dd/mm/yyyy) & ends     /     /     (dd/mm/yyyy)

This budgets covers my:  **8 month study period**      **12 month study period**

**INCOME**

- Net summer savings before paying tuition, books, etc. (if none, explain in your letter) ..... \$
- Part-time employment earnings during academic year (estimated)..... \$
- Government loans (including OSAP/and others) ..... \$
- Academic Scholarships and awards (received and expected) ..... \$
- Parental/spousal contribution to your educational costs: (if none, explain in your letter) ..... \$
- Other savings/investments ..... \$
- Other resources, e.g. government benefits, disability pension, family members, etc. .... \$
- TOTAL RESOURCES:** ..... \$

**EXPENSES**

- Tuition fees ..... \$
- Books and supplies ..... \$
- Other academic expenses (e.g. software, equipment)..... \$
- Housing (rent, residence fees, room & board, mortgage) ..... \$
- Utilities (not covered in rent)..... \$
- Telephone..... \$
- Food or meal plan..... \$
- Clothing ..... \$
- Transportation costs ..... \$
- Medical/dental/optical expenses ..... \$
- Other (specify – toiletries, entertainment, etc) ..... \$
- Credit card/other debt payments ..... \$
- TOTAL EXPENSES** ..... \$
- TOTAL SHORTFALL** ..... \$

**COVERING LETTER WITH BACKGROUND INFORMATION**

In a covering letter, please provide a concise, detailed explanation for your application. This letter is to be no more than two (2) typed pages and becomes a **critical part of your application**. This letter should include:

- **Financial situation**, include information on how you are planning to address your budget shortfall; why you are applying for the bursary if you do not have a budget shortfall; any unusual expenses included in your budget; and
- **Housing arrangements**, briefly describe your housing arrangements and explain the costs you have reported in your budget; and
- **Other information relevant to your request**, any additional information about your personal situation or unusual circumstances that is relevant to your application.

*I certify that the information provided in this application is, to the best of my knowledge, true and complete, and that it accurately reflects my financial position. I authorize the release of the information contained herein to the appropriate Selection Committee and I authorize the Selection Committee to make further inquiries where necessary.*

**DATE:**                      **STUDENT'S SIGNATURE :** \_\_\_\_\_

**YOUR PRIVACY**

Hamilton Community Foundation is committed to protecting and respecting all of the personal information that you share with us and any use of this information is subject to your consent. Our privacy practices are designed to achieve this. We have attached a copy of our Privacy Practices Information Sheet. To obtain further information and to view our Privacy Policy, please visit our website <http://www.hcf.on.ca/privacy>.

Please be advised that the personal information that you provide to Hamilton Community Foundation in connection with this application will only be used to assess your eligibility for the academic award to which you are applying. As part of the assessment process, your personal information may be disclosed to members of the Fund's Advisory Committee and to the Board of Directors of Hamilton Community Foundation.

**FINANCIAL AID OFFICE COMMENTS AND RECOMMENDATIONS**

I have  I have not  met with this student to discuss his/her situation

According to OSAP's definition of 'Unmet Needs',  
I can verify this student's total *unmet need*: \$

According to our institution's definition of 'Unmet Need',  
I can verify that this student's total unmet need: \$

I do recommend financial support for the following reason(s):

I do not recommend financial support for the following reason(s):

---

*To the best of my knowledge, the student's circumstances and financial information are as set out on this application form.*

FAO NAME (*Please Print*) :

DATE :

FAO ADDRESS:

POSTAL CODE:

FAO PHONE NUMBER:

FAX NUMBER:

FAO SIGNATURE: \_\_\_\_\_

**APPLICATION TO BE SUBMITTED BY FINANCIAL AID OFFICE DIRECTLY TO HAMILTON COMMUNITY FOUNDATION. DEADLINES OCTOBER 1 AND FEBRUARY 1. APPLICATION FORMS RECEIVED DIRECTLY FROM THE STUDENT OR WITHOUT FAO'S ASSESSMENT AND RECOMMENDATIONS WILL NOT BE CONSIDERED.**

For further information:

Hamilton Community Foundation  
120 King Street West, Suite 700  
Hamilton, ON L8P 4V2  
Phone: 905-523-5600  
Fax: 905-523-0741  
Website: [www.hcf.on.ca](http://www.hcf.on.ca)  
Email: [information@hcf.on.ca](mailto:information@hcf.on.ca)



**HAMILTON  
COMMUNITY  
FOUNDATION**

For Hamilton, For Ever

## **PROTECTING YOUR PRIVACY**

### **PRIVACY PRACTICES INFORMATION SHEET**

Hamilton Community Foundation, 120 King Street West #700, Hamilton, Ontario L8P 4V2  
Telephone:(905) 523-5600 • Fax:(905) 523-0741 • [information@hcf.on.ca](mailto:information@hcf.on.ca) • <http://www.hcf.on.ca>

---

#### **Our commitment**

Hamilton Community Foundation ("HCF") is committed to protecting the privacy of personal information of current and potential donors, current and potential grantees, employees, volunteers and other individuals. We value the trust of those that deal with us, and of the public, and recognize that maintaining this trust requires that we be transparent and accountable in how we treat personal information that is shared with us.

During the course of our activities as a community foundation, at times we gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy practices are designed to achieve this.

#### **Defining personal information**

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Exceptions: business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

#### **Privacy practices**

Personal information gathered by our organization is kept in confidence. Our personnel are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its loss or destruction.

We collect, use and disclose personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances. We routinely offer individuals we deal with the opportunity to opt not to have their information shared for purposes beyond those for which it was explicitly collected.

Continued... (Page 2 of Privacy Practices Information Sheet)

## **Information for Our Donors**

Our Annual Report includes specific details of all of our endowment funds and a list of Contributors, namely, donors who made gifts to the Foundation or to one of its Funds. A copy of our Annual report may be viewed on our website. If you do not wish for your name to be included in this list, please advise and we will gladly accommodate your request.

## **Mailing/Contact Lists**

From time to time we send out information that we feel may be of interest to the recipient – such as our Annual Report. We do not rent, sell or trade our mailing lists. If you receive information from us and if at any time you wish to be removed from the Foundation's mailing list, please contact us and we will gladly accommodate your request.

## **Website**

Hamilton Community Foundation is committed to safeguarding visitor privacy on its website.

## **Updating of privacy policy**

We regularly review our privacy practices for our various activities, and update our policy. Please check our website <http://www.hcf.on.ca/privacy> for information on our most up-to-date practices.

## **Contact Information**

Question, concerns or complaints relating to Hamilton Community Foundation's privacy policy on the treatment of personal information should be directed to:-

Hamilton Community Foundation  
Annette Aquin, Chief Privacy Officer (CPO)  
120 King St. West, Suite 700  
Hamilton Ontario L8P 4V2

Phone: 905-523-5600  
Fax: 905-523-0741  
Email: [a.aquin@hcf.on.ca](mailto:a.aquin@hcf.on.ca)  
Website: <http://www.hcf.on.ca/privacy>

*Further Information on privacy and your privacy rights may be found on the website of the Privacy Commissioner of Canada at <http://www.privcom.gc.ca>*