

YELLOWKNIFE COMMUNITY FOUNDATION GRANT HANDBOOK

Aurora College Scholarship

March 12, 2011

Introduction

Founded in 1993, the Yellowknife Community Foundation (YCF) actively serves our community as a fund developer, fund manager and grant-maker. The YCF represents a pooling of many individual funds established by generous citizens, corporations and other organizations through donations, gifts of life insurance and bequests. These funds make up the permanent endowments of the Foundation, from which the interest income is disbursed as grants or scholarships.

YCF awards grants from the *Yellowknife Community Fund*, which has been established by donors who have designated their gifts as unrestricted or to a broad field of interest. These grants are primarily made in the areas of social services, health, arts, recreation, education and the environment. The Foundation's website contains additional information under the *Yellowknife Community Fund* tab at: www.yellowknifecommunityfoundation.ca.

The Foundation also awards grants from its named funds for the purposes designated by the fund originators. Applicants seeking an award from one of these funds should demonstrate the compatibility of their pursuit to the goal of the fund. Additional information on named funds is found on the YCF website at: www.yellowknifecommunityfoundation.ca/funds.

Aurora College Scholarship

The Aurora College Scholarship was established in 2009 to provide support for students from Yellowknife attending the Yellowknife / North Slave Campus of Aurora College.

Prerequisites

Applicants must be registered in a second or subsequent year of study at the Yellowknife / North Slave Campus of Aurora College and have resided in Yellowknife for a minimum of three years, prior to applying for the award. Scholarship recipients will receive a T-4 slip for the amount of the award.

General Conditions

1. All applicants must complete the Application Form in full including Social Insurance Number.
2. Incomplete applications will not be considered.
3. Applications must be submitted electronically and be legible and easily copied.
4. Attachments, with the exception of reference letters should be kept to a minimum.

Applications

Scholarship applications can be submitted at any time. In most cases, they are only considered once annually in May. Applications must include the following:

1. Proof of registration and attendance in a second or subsequent year of study in a degree or diploma program at the Yellowknife / North Slave Campus of Aurora College
2. Their program of study
3. Proof of Yellowknife residency for at least three years
4. A personal statement outlining the student's involvement in activities that make Yellowknife a better community
5. Two letters of reference

Aurora College will provide information to students on the application deadline and related information.

Review

Factors taken into consideration in reviewing grant applications include community involvement, commitment to the applicant's program of study and economic need.

Checklist

- Application Form
- Personal Statement (include Program of Study)
- Letters of Reference
- Proof of Residency (may be included in letter of reference)
- Photograph and Release Form
- Social Insurance Number

**YELLOWKNIFE COMMUNITY FOUNDATION
APPLICATION FORM - GENERAL INFORMATION**

1. Name _____	2. Name (Secondary contact) _____
3. Email Address (Primary) _____	4. Email Address (Secondary) _____
5. Phone Number (Primary) _____	6. Phone Number (Secondary) _____
7. Mailing Address _____	8. Social Insurance Number (will only be used to issue a T4 slip if the applicant is successful) _____

Other Requirements

1. Individuals receiving grants from the YCF must provide their Social Insurance Number prior to the issuance of a cheque. T4 forms will be issued to all individuals for filing with Canada Revenue Agency.
2. All applicants receiving grants from the YCF must provide a photograph suitable for publication, see Attachment 'A'. By signing this form, all grant recipients give their express permission to the YCF to utilize the photos provided for publication purposes for so long as the YCF requires.
3. Applicants receiving grants from the YCF may be asked to participate in public relations activities designed to promote YCF and its purposes. All grant recipients must also acknowledge receipt of the grant in newsletters, websites and other in communications they utilize to promote their activities.

Signature of the individual applying for a grant or of the primary contact for an organization applying for a grant:

Signed _____ Date _____

**YELLOWKNIFE COMMUNITY FOUNDATION
PHOTOGRAPHIC TECHNICAL REQUIREMENTS**

A minimum of three (3) high-resolution electronic photographs must be submitted to YCF. They should be reflective of the individual or organization applying for the scholarship. A caption or description of the photo must be provided, identifying the date of the photo, the names of the persons in the photos, and information about the context of the photo (i.e. at what event the photo was taken).

The attached Photo Release form must be completed and signed, providing the Yellowknife Community Foundation with permission to use the photos to promote the Foundation in advertising, its annual report, on the website, and in other media.

**Yellowknife Community Foundation
Photograph Release Form – Each Photo Must Listed**

Photo (include description, photographer, date and location details)

- 1. _____

- 2. _____

- 3. _____

Without further consideration, I hereby consent that the enclosed photographs may be use by the Yellowknife Community Foundation for promotional and informational material. The photo is described as follows

Permission granted by: _____

Address _____

Phone / Email _____

Date: _____

Signature: _____