

# *The EBC- Madison Client Bursary Fund*

## Application Form

Sponsored by



The Equitable Bank Company

### **Background Information**

In partnership with and through the generous funding provided by the Equitable Bank Company, Madison Community Services provides funds to clients of Madison that wish to pursue learning through formal education or life skills development. The EBC-Madison Client Education Bursary Fund awards grants within the following policy guidelines:

1. Applications made by a client within one year (from the date of the first application) cannot exceed a maximum total of \$1,500.00.
2. For the next four years, clients who are reapplying for a bursary grant are entitled to a maximum total of \$1,000 per year.
3. Any one client's lifetime bursary grant allocation is limited to a maximum of \$5, 500 (please note: funding is always contingent on the availability of bursary funds at any given time).
4. Bursary grants for laptop computers cannot exceed \$500 excluding taxes and clients will only be funded once for the purchase of a laptop.

### **Eligible Uses**

- ✓ Tuition fees
- ✓ Course related text books and materials
- ✓ Technology (laptop, etc.)
- ✓ Transportation Costs
- ✓ Other necessities to support your educational / life development goals

The applicant must demonstrate the need for and the specific use of the funding amount requested.

### **Eligible Applicants and Use of Bursary Grants**

- ✓ Clients who are currently working with a Madison Case Manager
- ✓ Enrollment in a college, university, or private trade school recognized by the Ontario Ministry of Training, Colleges and Universities
- ✓ High School equivalency programs
- ✓ Other educational / life development workshops or programs
- ✓ Full-time or part-time

### **Application Process (See form attached)**

The client applicant will complete the Bursary Fund Application Form that includes the following information:

- ✓ An explanation of how the funds will be used and a breakdown of how funds will be used
- ✓ A reflective statement on experiences living with mental health challenges
- ✓ An explanation about how the chosen field of study will positively impact their lives.
- ✓ Letter of Registration (course/workshop/program registration) or information on the course , workshop or program the applicant wishes to register for and on the tuition fees and other costs
- ✓ Academic Transcript (optional)

### **Bursary Fund Committee Members**

- Two Members of Madison's Board of Directors, One Member of Madison's Staff, One Equitable Bank Representative (could be one of the two board members)

### **Application Process, Decisions and Allocation of Funds**

- ✓ Case Managers will assist their clients in completing the Bursary Fund Application Form (including helping with research on which programs the client may be interested in; related expenses; etc.)
- ✓ Case Managers will give the completed application with all the required attachments to the Madison Executive Director (and keep a photocopy for their own files)
- ✓ The Executive Director will scan and email the application to the Bursary Fund Committee members (usually within 1 day of receipt). The Case Manager will be cc'd in case the committee has any questions of clarification. (*The Manager, Finance & HR will also be cc'd due to responsibility for distribution of the funds and record keeping*).
- ✓ The Bursary Fund Committee is committed to making a decision on each application soon after it is submitted (decision made usually within 1-3 days of receipt). The decision will be sent by the Committee via email to the Executive Director, the Case Manager, and the Manager, Finance & HR.
- ✓ The Case Manager will inform the client about the decision and assist in arranging for the approved funds to be provided by working with the Manager, Finance & HR.
- ✓ The approved funds will be provided through a cheque to the recipient (with receipts required) or the use of the Madison credit card to register the client in a program.
- ✓ Equitable Bank will receive regular reports and updates on the Bursary Fund approvals and the use of the approved bursary funds.
- ✓ Bursary recipients will be acknowledged on the Madison website with their permission.

***The Equitable Bank- Madison Community Services***

***Client Bursary Fund***

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**Application Form**

*Date application submitted:* \_\_\_\_\_

*Date application approved:* \_\_\_\_\_

*Date (s) of any previous approved Bursary funding:* \_\_\_\_\_

*Name of Case Manager:* \_\_\_\_\_

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Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Program, Course or Workshop etc. which the Bursary Grant will be used for:

\_\_\_\_\_  
\_\_\_\_\_

Name of Community College, University, (or other organization/group) offering the course of study:

\_\_\_\_\_

Amount of bursary funding requested: \_\_\_\_\_ (*Max \$1500/client within 1<sup>st</sup> year of a client's bursary application(s) and maximum of \$1,000/client for four years after 1<sup>st</sup> year grant(s). Maximum total amount of grants/client is \$5,500.*)

*Please tell us about the course of study for which you are requesting the bursary.*

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**Breakdown of Expenses**

**(Refer to eligible uses on cover sheet)**

**Registration Fees:** \_\_\_\_\_

**Course related text books and materials:** \_\_\_\_\_

**Technology (*Maximum of \$500 for a laptop*):** \_\_\_\_\_

**Transportation Costs:** \_\_\_\_\_

**Other related expenses:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Expenses:** \_\_\_\_\_

*Please tell us about your experience living with mental health.*

*Please explain how your educational path and / or chosen study of interest in this application will positively impact your life.*

**Documents to be attached:**

- ✓ Letter of registration or Course/Program Information (providing fee information)
- ✓ Academic transcript (optional)

**Release of Information**

In order to raise awareness about Madison and the Bursary Fund, we may use information from the positive impact statement in public materials. Please indicate whether you consent to this request (your name and/or picture may be published).

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**Case Managers are to ensure that the application is completed in full with accompanying documents:**

- ✓ Information about program and proof of tuition/registration fees are essential
- ✓ Make a copy for the client and for the case manager's files

**Submit original application to Madison's Executive Director**