



City/CUPE Education
Training and Staff Development

Scholarship Program

Application Kit

DEADLINE FOR APPLICATIONS: April 30, 2010 at 4:30 p.m.

Late submissions will NOT be accepted

Please email, mail, fax or drop off your completed application to:

Marlene Pope, Committee Assistant
mpope@winnipeg.ca
E-Learning Centre
Room 501, 5th Floor, 180 King Street
Winnipeg, MB, R3B 3G8
Phone: 986-8318
Fax: 986-5666





Education Training
and Staff Development

Scholarship Program

Courses starting between
July 1st, 2010 and December 31st, 2010

1. Instructions

1. Before completing the application, **please read** the entire application package.
2. All information **must** be completed for applications to be considered.
3. Applicant **must** be a City of Winnipeg employee and a member of CUPE Local 500.
4. Applicant **must** have attained and maintain CUPE seniority.
5. Funds will be paid directly to the educational institution that the employee is attending.
6. Funds will be awarded for **tuition and registration costs only**.
7. **Funding is limited! Please ensure that you have the best chance possible by completing your application carefully. Read the instructions thoroughly and allow sufficient time for answering all questions.**

2. Notification

All applicants will be notified by email or telephone of the Scholarship Committee's decision during the **week of May 25th, 2010**. The Scholarship Committee cannot provide any information on the status of the applications prior to that date.

3. How to Apply

The application form can be printed from:

- City of Winnipeg, CityNet at <http://citynet/jc/Scholarships/scholarships.stm>
- CUPE Local 500 site at <http://cupe500.mb.ca>

A printed copy can be picked up at:

- E-Learning Centre, Room 501, 5th Floor, 180 King Street
- CUPE Local 500, 702 - 275 Broadway

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Scholarship Program Application

Application Deadline: April 30th, 2010

Eligibility Criteria:

	Yes	No
1. I am a City of Winnipeg employee	<input type="checkbox"/>	<input type="checkbox"/>
2. I am a member of CUPE Local 500	<input type="checkbox"/>	<input type="checkbox"/>
3. I have attained and maintain CUPE seniority	<input type="checkbox"/>	<input type="checkbox"/>
4. I am a first time applicant to the Scholarship Program	<input type="checkbox"/>	<input type="checkbox"/>
5. If you answered no to question #4, a transcript must be attached. (If the course/learning activity that you have completed did not include a grade report, please include a letter of completion. If you do not provide this, your application will not be considered.)	<input type="checkbox"/>	<input type="checkbox"/>
6. Course completed but transcript not yet received. (You must provide the transcript once received.)	<input type="checkbox"/>	<input type="checkbox"/>

**Please answer all questions and provide all information requested.
Your application will not be considered if it is not complete.**

Personal Information:

Name:	
Home Address:	Postal Code:
Home Phone #:	Work Phone #:
Department:	Branch/Section:
Job Title:	
Home Email Address:	Work Email Address:

Things You Need to Know:

- ✓ If you do not know the exact cost of your course(s), please estimate based on last year's cost.
- ✓ If you do not know the exact start date, please indicate the month and year.
- ✓ If you plan to take the course by correspondence, please indicate the month and year you plan to start the course.
- ✓ Even if the course you are requesting is part of a larger program of study, you must identify the specific course(s) by name and cost per course.

Are you presently enrolled in a program of study? Yes No

If yes, what is the name of the program of study? _____

Name of Institution	Course Name	Course Dates (Month/Year)	Tuition Costs (Excluding Books)

▪ List the total anticipated cost for your tuition/registration. \$ _____

▪ List funds you will use from other sources (i.e. personal funds, department, other scholarships, etc.)

Source: _____ (minus) \$ _____

Source: _____ (minus) \$ _____

Calculate the new amount you will need by subtracting your funding from other sources listed above.

(Maximum amount \$1,000.00) Net Amount \$ _____

Probability of Job Opportunities:

What City of Winnipeg jobs will this course help you to prepare for?

Career Goals:

Briefly describe your career goals and how this course may help you to achieve those goals. Focus on how your goals relate to City work.

Organizational Benefits:

How do you think your education & training will benefit the organization? Be specific.

Transferable Skills:

What workplace skills will this course or program of study help you build?

Community/Volunteer Activities:

How have you contributed to your community in the past?

Individual Contribution to Personal Growth:

How have you contributed to your personal and professional development in the past and how do you propose to do so for this particular opportunity?

Certification:

I certify that all of the information I have included in my application is true. I understand that if I am selected for a scholarship, I will be required to submit proof of acceptance to or enrollment in the course or courses I attend. I agree that if I am selected for an award, the Scholarship Committee may use my name and/or photograph for publicity purposes. I also certify that I have read and understood the information above.

(m/d/yyyy)

Signature

Date

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