



## **Application Guidelines**

Indspire  
Post-Secondary Education Department  
Box 5, Suite 100 - 50 Generations Drive,  
Ohsweken, Ontario  
NOA 1M0

Indspire's *Building Brighter Futures Bursaries, Scholarships, and Awards* program helps alleviate some of the financial stress students may experience.

Through *Building Brighter Futures: Bursaries, Scholarships and Awards* program, Indspire has provided almost \$65 million through close to 20,000 financial awards to Canadian Indigenous students.

Indigenous students enrolled full-time at a post-secondary institution are eligible to apply.

If you have any questions or need clarification, we're here to help! You may contact us at 1.855.INDSPIRE (855.463.7747) x 223 or [education@indspire.ca](mailto:education@indspire.ca).

**Application Procedure:**

**CHECK ONE**

<b>PSE</b>	Post-secondary Education	Business, science, law, engineering, computer studies, education, social work, social sciences, and technical studies. Fine Arts: in fields such as visual, performing, media, theatre, production, graphic and literary arts.	Full-time one-year certificate or diploma programs, undergraduate and graduate degree programs from an accredited post-secondary institution. Study outside of Canada is considered only at the graduate level.	Deadline date: June 1 November 2 February 16 4:00 PT
<b>HC</b>	Health Careers	Studies in health care careers such as: medicine, nursing, dentistry, physiotherapy, pharmacy, clinical psychology, laboratory research and veterinary medicine.	Full-time certificate programs, undergraduate, professional and graduate degree programs of at least two academic years at an accredited Canadian post-secondary institution. Study outside of Canada is considered only at the graduate level (Masters and PhD only). <i>Medical, Dentistry, Optometry are not considered graduate programs</i>	Deadline date: June 1 November 2 February 16 4:00 PT
<b>LSAP</b>	Legal Studies for Aboriginal People Pre-Law Bursary	The LSAP bursary is available to Non Status First Nation and Métis students <u>only</u> who are enrolled in a pre-law program at an accredited Canadian post-secondary institution.	Pre-law summer programs only. A bursary award of \$1,000 and \$2,500 tuition payable to the post-secondary institution.	May 15
<b>OGTT</b>	<p><b>Apprenticeships, Skilled Trades, and Technology</b></p> <p><input type="checkbox"/> General <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Incentive</p> <p>For students studying in Alberta, British Columbia and Ontario.</p>	Studying in trades such as: Electrician, Gasfitter, Heavy Duty Mechanic, Heavy Equipment Operator, Heavy Equipment Technician, Instrument Technician, Insulator, Machinist, Mechanic, Millwright, Pipe Fitter-Construction, Process Operator, Valve Technician, and Welder	General education diploma, applied diploma or certificate programs in oil and gas, trades and technology fields, academic upgrading or preparation, pre-trades training, apprenticeship education programs, and pre-employment training	<p>Deadline date: June 1 (General) November 2 (General) 4:00 PT</p> <p>Open all year: Apprenticeship and Incentive</p>

## Section 1 – PERSONAL AND CONTACT INFORMATION

All personal and contact information is confidential, however, if you receive an award, your personal and contact information will be shared with the donor or sponsor and may be used to promote the programs to the public. Please ensure that all current information is included, such as your address, telephone and email address. If you have any address changes, please notify us as soon as possible to update our records.

Once you receive an award you will be asked to submit a thank-you letter to the donor or supporter, acknowledging receipt of the award. The donor or sponsor may be interested in hearing about what you are studying and the kind of career you wish to pursue once you complete your studies. Donors and supporters are often looking to recruit graduates; your personal and contact information is only shared with them, no one else. We also require your Social Insurance Number and this is primarily for taxation purposes if you receive an award. You will also be issued a T4A at the end of February for the applicable taxation year.

## Section 2 – LANGUAGE

### Indigenous Veteran

The section on Indigenous veterans is used to help us match awards with donors. If your application is successful and you receive an award, and if you have identified that you are an Indigenous veteran, there is the possibility that you will be matched with a donor who supports Indigenous veterans.

## SECTION 3 – INDIGENOUS AFFLIATION

**Indigenous:** means a person who is recognized as “one of the aboriginal peoples of Canada” within the meaning of section 35 of the Constitution Act, 1982, which further states that the “aboriginal peoples of Canada includes the Indian, Inuit, and Métis peoples of Canada”. This policy (consistent with general Canadian practices) understands the term “Indians” in the Constitution to now be replaced by the term “First Nations”.

**Status:** means a person who is registered as an Indian on the Registrar of the Federal Government’s Indian Register.

**Non-Status:** means a person who identifies as an Indian or First Nations and is not registered on the Government of Canada’s Indian Register but who:

- is a direct descendant of a parent or grandparent who is/was a Registered Indian on the Government of Canada’s Indian Register and holds/held a valid Status Card;
- is on a Band membership list where the Band has control of its membership list; or
- is on the enrolment, citizenship, registry or membership list of an Indigenous group under a modern land claims agreement.

**First Nations:** means a person who self-identifies as an Indian or as First Nations, whether Status or Non-Status. Applicants are required to provide proof of First Nation identity by providing a valid Certificate of Indian Status (a “Status Card”) or a citizenship, membership, registration, or enrolment card issued by:

- the Registrar of the Federal Government’s Indian Register;
- a Band within the meaning of the Indian Act that has control of its membership list; or
- by an Indigenous group under a modern land claims agreement.

**Inuit:** means a person who self-identifies as Inuit. Applicants are required to provide proof of Inuit identity by

providing a valid Inuit identity card issued by:

- an Inuit organization that is recognized by the Government of Canada;
- an Inuit organization that is recognized by the Government of Nunavut; or
- an Indigenous group under a modern land claims agreement.

**Métis:** means a person who self-identifies as Métis. Applicants are required to provide proof of Métis identity by providing a valid Métis citizenship, membership, registration, or enrolment card issued by:

- one of the Métis Settlements in Alberta;
- a provincial organization that is a member of the Métis National Council, which includes the Métis Nation British Columbia, the Métis Nation of Alberta, the Métis Nation-Saskatchewan, the Manitoba Métis Federation and the Métis Nation of Ontario;
- an Indigenous group under a modern land claims agreement; or
- a Métis organization that is recognized by the Government of Canada.

#### Section 4 - EDUCATION

Please fill in all fields to the best of your ability.

In the “Education” section where you are asked to list your last three academic institutions, please ensure that, when you submit your most recent grades, they match up with the name of the last academic institution you identified.

#### Section 5 – DETERMINING FINANCIAL NEED

There are many financial factors that need to be considered while attending post-secondary studies full time. Even if you work, use your savings, and are a funded or sponsored student, this does not always mean all your financial needs are met.

First Nations and Inuit recipients are required to provide a document from their band or territory confirming that they received funding (as well as the amount received) or that they did not receive band or territorial funding.

Indspire encourages all students to make a financial contribution towards the costs of their education. Even if you work part time or you applied for a student loan or line of credit, this clearly shows your dedication and determination to achieving your academic goals.

#### Section 6 – BUDGET

One of the most important sections of your application. Please fill in all fields to the best of your ability. In order to qualify for an award you must demonstrate financial need, that is, your expenses exceed your income.

When your application is received and screened, the budget portion is checked for errors. You may receive an email or telephone call from Indspire if information in your budget is incomplete or unclear.

Once the budget portion is checked and your budget demonstrates financial need, this amount will be used to help determine the amount of the award. If your budget does not demonstrate financial need your application will be deemed ineligible and it will not be considered at Jury.

#### Section 7 – LETTER OF INTRODUCTION

The *Building Brighter Futures: Bursaries, Scholarships and Awards* program is for First Nation, Inuit, and Métis peoples; therefore, your involvement, engagement and participation in the First Nation, Inuit, or Métis community is of utmost importance.

Help us get to know you by writing a letter of introduction that answers the following four required questions. Please copy and paste the four questions below into a Word document. Answer each of the questions; your answers should not be more than 100 words per question or it will not be scored. Please double-space your answers and use an 11-point font.

1. Tell us about yourself, your family, and community, and why you have decided to pursue a post-secondary education in this field of study.
2. What are your hopes, dreams and plans after you complete school?
3. What skills and knowledge have you acquired that have helped you to remain committed to your studies?
4. What are some of your past challenges and successes that you will be building from in the future?

Please also answer the following questions in your letter; they are for Indspire's research, and your responses will remain confidential.

1. What is the biggest barrier you face in completing your post-secondary education?
2. What worries you most about your future?
3. What stops you from giving back to your community?

PLEASE NOTE: Attach your letter of introduction to your completed application.

## Section 8 – DECLARATION AND CONSENT

In this section, you verify that you understand the required documents that are needed to be submitted in order for your application to be sent for Jury review. If all mandatory documents are not sent with your application, your application will not be considered for Jury review.

### Mandatory application documents checklist:

- Proof of First Nation (status or non-status), Inuit or Métis status.
- Letter from Band/Post-Secondary Education Office or Support Organization indicating the amount of support **you receive** or that funding is unavailable (applicable to Status First Nation and Inuit applicants only).
- Letter of Introduction, see Section 7.
- Marks (official or unofficial) from your most recent academic program. **Please submit your most recent marks from your 2014-2015 academic year, or from a program that you were in before this one. Applications submitted without grades or marks will not be assessed.**
- Proof of Full-time Enrollment for the program which you have applied for.
- Signed Parental Release Form, see Addendum 1 of application.

**PLEASE BE ADVISED: Applications submitted without grades or marks will not be assessed.**

*Please read carefully.*

**When you sign the application form, your signature confirms that:**

- ✓ You acknowledge that, if your application package does not include all the required documents, your application will be deemed ineligible.
- ✓ You have not received an award from Indspire for the current year and program you are submitting this application form for.
- ✓ You are/will be enrolled in full-time studies in the program that you applied for.
- ✓ You have read and fully understand the guidelines that govern the application and Jury process, and you have provided answers to all questions that apply to you.
- ✓ You certify that all information contained on this form is true and correct. You understand that any false statements intentionally given on this application, by email, or by telephone will disqualify your application and will affect your ability to access future funding.
- ✓ You understand that your file may be selected for quality assurance auditing purposes and you may be asked for validation of the information that you have presented including, but not limited to, proof of income.
- ✓ If your application is successful, you hereby give your consent to Indspire to release your contact information to Indspire's sponsor(s), including your name, telephone number, email, or mailing address, so that they may contact you personally.
- ✓ You hereby give your consent for both Indspire and your educational institution to confer regarding any financial support that you are receiving in order for Indspire to properly determine your financial need.
- ✓ If your application is successful, you hereby give your consent to Indspire to use, publish your name and relevant information on Indspire's website, in Indspire's brochures for promotion, marketing, advertising or in sponsor communications.
- ✓ You recognize that it is your responsibility to ensure that all supporting documents are postdated and/or received by the Indspire office by the deadline.
- ✓ If you receive a bursary or scholarship from Indspire, you consent to Indspire or its agent verifying your educational background and graduation record. This consent will remain in effect until withdrawn by you in writing. You understand that Indspire will use the results of the educational and graduation verification to report back to its funders and that this helps Indspire to raise more funding to support more students. You hereby authorize the academic institution that holds information relating to your educational background and graduation record (the "academic institution") to disclose this information to Indspire or its agent. You hereby release and forever discharge the academic institution, Indspire and its agent, and their respective affiliated entities and all of their former, current and future partners, directors, officers, employees, agents, successors and assigns from any actions, claims and demands of any kind whatsoever in any way relating to the collection, disclosure or use of information regarding your educational background and graduation record by the academic institution, Indspire and/or its agent.

**SELECTION OF AWARDS**

**Jury Composition:** Applications are reviewed by a Jury of Indigenous (status and non-status) and non-Indigenous professionals from across Canada. Jury members change for every review. All decisions of the Jury are final. There is no appeal process.

**Assessment Criteria:** When assessing applications, the Jury uses the following criteria:

- Demonstrated financial need and contribution to education costs (the budget section of your application).
- Evidence of involvement and contribution to the First Nations, Inuit, or Métis community.
- Evidence of commitment to your field of study (found in your letter of introduction and grades).
- Demonstrated academic merit and performance.

To be successful in receiving an award, applicants must achieve a minimum score.