



**MUNICIPAL  
Education Research  
FOUNDATION**

**SCHOLARSHIP PROGRAM  
STUDIES IN PROGRAMS RELATED TO MUNICIPAL GOVERNMENT**

**APPLICANT INFORMATION**



## **SCHOLARSHIP APPLICANT INFORMATION STUDIES IN PROGRAMS RELATED TO MUNICIPAL GOVERNMENT**

The purpose of the Municipal Education and Research Foundation Scholarship is to encourage those students with an interest in the broad field of municipal government to pursue post-secondary education in one of those fields. The Scholarship will be available to assist students who have shown an interest in pursuing one of the many career opportunities in local government and have demonstrated a history of commitment to community involvement, community improvement, public service and volunteerism. Our goal is to assist in training local government professionals for the future of Ontario.

Enrolment in diploma or degree programs offered by any college or university or by the AMCTO (the Association of Municipal Managers, Clerks and Treasurers of Ontario) will be considered for this Scholarship.

Each Scholarship awarded (to a maximum of three per year) shall be for one year and in the amount of up to \$1,000. The Scholarship will be paid directly to the student upon receipt of evidence confirming their registration in the program to which the scholarship application applies.

### **A. Eligibility**

1. Persons enrolled as full-time students in a college or university program related to the broad field of municipal government or the AMCTO (Association of Municipal Managers, Clerks and Treasurers of Ontario) Municipal Administration Diploma Program.
2. Must currently be a permanent resident of the province of Ontario.
3. Must be able to demonstrate a history of commitment to community involvement, community improvement, public service and volunteerism.
4. Must not have been employed as regular full-time employees in the municipal sector within the two years prior to the date of the application.

## **B. Applications**

1. Any application for a Scholarship must be submitted on the approved form to the Chief Executive Officer, Municipal Education and Research Foundation, 2680 Skymark Avenue, Suite 910, Mississauga ON L4W 5L6.
2. To be considered , each application MUST be accompanied by:
  - A signed letter of reference from each of the three (3) individuals listed as a Reference in the application.
  - A letter from the relevant Educational Institution confirming the applicant's enrolment in the proposed program of study.
3. All portions of the application form must be fully completed to the best of the applicant's availability. Where the space provided for a response is not sufficient, the applicant may append additional supporting documents, to a maximum of one (1) page per section.
4. Applications must be received not later than 4:30 p.m. on June 30<sup>th</sup> in each year.

## **C. Use of Award**

1. It is expected that the award will be used by the applicant to offset the tuition and other related costs associated with the program of study.
2. Scholarships awarded will be reported on a T4A slip in accordance with Canada Customs and Revenue Agency requirements.

## **D. Approval**

1. All applications received will be evaluated by a Scholarship Evaluation Team consisting of two members of the Foundation Board of Directors and the Chief Executive Officer.
2. Successful applicants will be selected based upon a combination of the following criteria:
  - Demonstrated commitment to, and involvement in, their community through education, public service and/or volunteerism.
  - Relevance of the proposed program of study to the municipal sector.
3. Successful applicants will be advised in writing by the Municipal Education and Research Foundation by no later than August 15<sup>th</sup> in each year. The Scholarship will be paid directly to the student upon receipt of evidence confirming their registration in the program to which the scholarship application applies.
4. The Municipal Education and Research Foundation reserves the right to determine the number of scholarships to be awarded in a given year. The maximum number of scholarships awarded in a given year will not exceed three (3).



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**SCHOLARSHIP APPLICATION  
STUDIES IN PROGRAMS RELATED TO MUNICIPAL GOVERNMENT**

**A. Applicant's Information**

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss	
Last Name:	First Name:
Mailing Address:	
Email Address:	Telephone Number:
Social Insurance Number (compulsory for payment and reporting of scholarship)	
I am a permanent resident of Ontario. <input type="checkbox"/> Yes <input type="checkbox"/> No	
I have been employed as a regular full-time municipal employee within the past two years <input type="checkbox"/> Yes <input type="checkbox"/> No	

**B. Educational Information**

Name of Educational Institution:	
Address of Institution:	
Official Name of Program of Study:	
Start Date:	Expected Completion Date:

**C. Evaluation Information: If the space provided is insufficient, applicants may submit additional supporting documentation for each section (maximum of 1 page per section)**

Please describe your goals and objectives in pursuing the proposed program of study.

Please describe the relevance of the proposed program of study to the municipal sector.

Please describe your community involvement, public service, volunteer activities and other recreational or cultural pursuits.

Describe any other courses you have completed which are relevant to the public sector.

**D. References**

Academic Reference Name:	Position:
Community Reference: Name:	Position:
Personal Reference: Name:	

**E. Declaration**

I declare that all of the information recorded in this application is correct.	
Signature:	Date signed:

**Instructions for submitting documents:**

Please submit all required documentation with this application.

In addition to a completed application form, all applicants must provide:

- **A signed letter of reference from each of the individuals listed as a Reference in this application.**
- **A letter or other documentation from the relevant Educational Institution confirming the applicant's enrolment in the proposed program of study.**

One completed copy of the application should be submitted to:

Mr. Andy Koopmans, CMA  
Chief Executive Officer  
Municipal Education and Research Foundation  
2680 Skymark Avenue, Suite 910  
Mississauga, ON L4W 5L6