

# Individual Project Bursaries Guide

2016-2017

## ***Extended Deadline***

***March 28, 2017***

***April 7, 2017***

***5:00 p.m.***

Thank you for your interest in the Cégep Heritage College Foundation Bursaries. Application forms are available on line by visiting [www.heritagecollegefoundation.org](http://www.heritagecollegefoundation.org).

You **must** complete your application on line, print, sign and remit before deadline.



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*Individual Bursaries for Student Projects are financial bursaries given to students to support small-scale individual student projects that enrich or expand the student's educational path. This program encourages many types of student endeavours, including: projects relating to the student's field of study, development of international projects, student internships, projects of a socio-cultural, humanitarian, or environmental nature, projects that improve student life at Heritage College, or sports-related projects.*

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**Cégep Heritage College**

**Foundation**

[www.heritagecollegefoundation.org](http://www.heritagecollegefoundation.org)

[wecare@heritagecollegefoundation.org](mailto:wecare@heritagecollegefoundation.org)

819-778-2270 ext. 2127

# Individual Project Bursary Application Questions & Answers

## What are Individual Project Bursaries?

Individual Bursaries for Student Projects are financial bursaries given to students to support small-scale individual student projects that enrich or expand the student’s educational path. This program encourages many types of student endeavours, including: projects relating to the student’s field of study, development of international projects, student internships, projects of a socio-cultural, humanitarian, or environmental nature, projects that improve student life at Heritage College, or sports-related projects.

*Cégep Heritage College Foundation bursaries are made possible thanks to community and Heritage family donations.*

## Who is Eligible to Apply?

A current student<sup>1</sup> at Cégep Heritage College:

- Registered in an accredited program **or currently registered in a program leading to an Attestation of College Studies (AEC);**
- **NOT** on probation (as per Cégep Heritage College Bylaw 5);
- Be a Cégep Heritage College student before, during and at completion of project;
- be a Canadian citizen or a permanent resident.

## Conditions

- provide sufficient information to the Selection Committee regarding your project and your particular circumstances;
- receive only one Heritage College Foundation bursary per academic year;
- meet eligibility criteria and requirements for the sought-after bursary;
- authorize reproduction of official photos as per the agreement on the Application form;
- submit verifiable information - false declarations will result in disqualification;
- submit a duly completed application form and required documentation by the specified deadline;

Any awarded bursary will first be applied to outstanding Cégep Heritage College registration fees.

## Where do I apply?

The application must be handed in along with supporting documents in a sealed envelope addressed to the Bursary Selection Committee of the Cégep Heritage College Foundation **by 5:00 p.m. on April 7, 2017** and may be delivered to the Cégep Heritage College main campus in Gatineau’s “Information Office”, Room B107 or the Cégep Heritage College Campbell’s Bay campus c/o Richard Armitage.

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<sup>1</sup> *Eligible are: all regular education students, (full-time and part-time) attending the Gatineau or Campbell’s Bay campuses. **NON-eligible are:** sponsored students (i.e.: Emploi-Québec).and students attending non-credited courses.*

# Process

## Project Submission

The completed [Individual Project Bursary Application Form](#), will provide the Selection Committee with project details, objectives and projected outcomes. The following paragraphs inspire and guide the applicant on what can be included in the various sections of the Individual Project Bursary Application Form. For ease of use, the evaluation grid has also been integrated into this guide. Additional material or pages may be attached to the application form.

## Participant Authorizations

Student participants must agree to provide written authorization to verify academic standing, and submit a signed release regarding photographs, including their guardian's signature in the event the participant has not reached 18 years of age at the time of signature.

## Funding Confirmation and Amounts

You will receive, in writing, a confirmation of the Foundation's participation. Calculation of the amount received will be based on the yearly funds available, the number of successful applicants, as well as the evaluation of information contained in your application. Funds will be given out no earlier than a month before the start of the project activities. Foundation contributions start at \$50.

## Reporting

You must submit a (maximum one-page) report to the Foundation office detailing what has been accomplished within one month of the completion of the project which addresses each of the specific benefits, accomplishments, contributions, and success measurements that were specified in the *Outcomes* section of the proposal. Please attach photos (which will be used for promotional purposes) with the report.

# Guide

## Project Eligibility

All projects must be linked to your field of study or the Mission of the College, as described below:

**The Heritage College Mission** - Heritage College is an English CÉGEP proudly committed to student success through a diverse and innovative community-driven learning experience.

**The Heritage Experience** - Heritage College, a student-centered community, promotes academic excellence through a personal and supportive environment that recognizes the importance of continuous learning.

**The Heritage Promise** - Heritage College graduates will:

- respect human diversity;
- participate in their community;
- demonstrate leadership skills;
- value working with others;
- behave ethically;
- safeguard the environment.

<u>Eligibility</u> Evaluation Grid
<b>Mission</b> <ul style="list-style-type: none"><li>• Contributes to diverse, innovative, student-oriented, and community-driven learning experience (3 pts.)</li><li>• Encourages academic excellence and/or continuous learning related to their field of study (4 pts.)</li><li>• Involves participation in student internships or student-life, international, socio-cultural, humanitarian, environmental, or sports-related projects (3 pts.)</li></ul>

**Project Description**

What is the name of the project? What will be the main activities? Where and when will it take place? Who is involved?

<u>Project Description</u> Evaluation Grid
<b>Basic information</b> <ul style="list-style-type: none"><li>• A description of where and when the project will occur, and a description of who will be involved, is clear and present (5 pts.)</li></ul>
<b>Main activities</b> <ul style="list-style-type: none"><li>• A full description of all the main activities of the project is clearly presented (5 pts.)</li></ul>

**Outcomes**

What is main objective of the project? Once completed, how will the results of the project be shared with the College community? How will the project contribute to the visibility of the College and/or its Foundation? How will the project benefit your personal or professional growth? How will the success of the project be measured?

<u>Outcomes</u> Evaluation Grid
<b>Goals</b> <ul style="list-style-type: none"><li>• The goals of the project are clearly outlined (2 pts.)</li></ul>
<b>Benefits</b> <ul style="list-style-type: none"><li>• Plans are present to share the results with a large portion of the college community (1 pt.)</li><li>• Plans are present to contribute to the visibility of the College and/or the Foundation (1 pt.)</li><li>• A clear case is made linking the project to the personal or professional growth of its participant (4 pts.)</li></ul>
<b>Measurement of Success</b> <ul style="list-style-type: none"><li>• A method of measuring the benefits and success has been built into the project (2 pts.)</li></ul>

**[CONTINUE - PROCEED TO COMPLETE APPLICATION FORM](#)**