



# DON SUMMERVILLE SCHOLARSHIP

## *CULTIVATING CHANGE, EMPOWERING LIVES*

### APPLICATION PACKAGE 2023

The Don Summerville Scholarship program recognizes the commitment of Don Summerville tenants to bettering the world around them and cultivating change in their field of interest. This scholarship is intended for Don Summerville tenants of any age who aim to achieve any of the following achievements to build up or excel in their careers:

- A post-secondary degree from a Canadian college or university
- A training or academic certificate from an accredited Canadian educational institute or training school
- Completion of a single course from an accredited Canadian educational institute or training school

### What does the program offer?

- ❖ The program offers scholarship awards valued **up to \$3,000** to cover tuition fees for **any program** at a post-secondary institute, educational or training school, including colleges, universities, career academies, or any accredited Canadian educational/training institutes. These programs can be full-time studies, part-time studies, or single course enrollment, either in-person, online, or hybrid.
- ❖ Additionally, a bursary of **\$500** is available to cover expenses such as textbooks, childcare, transportation, and other related costs.

## How will the scholarship be paid?

Funds will be released either to the educational/training institution or the recipient **upon proof of enrollment**, and **prior to the end of the first month of enrollment**, i.e., prior to October 2023 for applicants who applied for the Fall term and prior to February 2023 for applicants who applied to the Spring 2023 term.

## Who is eligible?

**Tenants** of Don Summerville who can answer yes to all of the following:

- ✓ I am a relocated **Toronto Community Housing Corporation (TCHC) tenant** of Don Summerville (former #1555 or #1575 Queen street East) with proof of tenancy.
- ✓ I am entering or am currently enrolled in a post-secondary institution (college, university) or taking training courses from an accredited Canadian educational or training institutions (career academy, trade school, etc.).
- ✓ I am able to demonstrate community involvement and/or leadership.
- ✓ I am able to demonstrate a need for financial assistance.

**NOTE:** Past recipients who are re-applying may receive up to a maximum of \$7500 from the scholarship program throughout the revitalization period.

## What is community involvement and/or leadership?

Community involvement is meaningful, consistent participation in activities that support and improve people's well-being. A community may be geographic (building or neighbourhood) or based on shared experiences and interests (e.g. a faith, social or school group you are involved with). When you take initiative, support and work with others in your community you are involved in your community and taking a leadership role.

### **Some examples:**

Since the start of high school, **A** has run art workshops for children and their parents each summer at the local community centre.

**B** recently immigrated to Canada. He has not had an opportunity to volunteer here but back home was active with a local charity that advocates for food security.

**C** is a mother of three, cares about healthy nutrition and wants to share her experience with other mothers. Each month she runs a live event to share affordable recipes and tips, as well as a club at the local library where neighbors get together to talk about healthy food and self-care.

**D** likes singing and performing at local events. Through her songs, D gives the message of hope, and encourages care and love for self, others and the Earth.

## Where can you find the application?

You can fill out or download the application on the following websites:

- **TCHC – Don Summerville**  
Page [bit.ly/TCHC\\_DonSummerville](https://bit.ly/TCHC_DonSummerville)
- **Applegrove Community Complex**  
Page: [www.applegrovecc.ca/](http://www.applegrovecc.ca/)
- **Page: [www.queencoxwellrevitalization.ca](http://www.queencoxwellrevitalization.ca)**

If you have any questions or require a hard copy of the application, please contact Marveh Farhoodi at [marveh.farhoodi@torontohousing.ca](mailto:marveh.farhoodi@torontohousing.ca) or 416-688-1583 no later than **May 1, 2023**.

To access support for preparing your application, please see **page 18**.

## When is the application due?

**Monday May 8, 2023 at 5:00 p.m.** – see **page 17** for submission details.

## How are recipients chosen?

*Don Summerville Scholarship Program* places a high value on individuals who are committed to their learning goals and accomplishments, have demonstrated leadership in their communities, and are committed to the betterment of society.

Recipients will be chosen by a Scholarship Review Committee and will be evaluated based on:

- Community involvement (see examples on page 3) and/or leadership
- Learning goals
- Academic accomplishments (if applicable)
- Financial need
- Workplace and volunteer experience (résumé)
- Education plan

## What should be submitted?

To apply for the scholarship, please complete the attached application package from pages 6 to 16. The package includes:

- Application form
- Reference(s)
- Résumé
- Most recent report card or academic transcript (if applicable)\*
- Career and education plan
- Personal statement
- Budget and financial statement
- Application checklist
- Certification

\* Please submit **a full transcript** for the entire school year if you are in grade 12, or the transcript for the previous term or year if you are in post-secondary education. If this is not available or applicable to your situation please contact Marveh Farhoodi at [marveh.farhoodi@torontohousing.ca](mailto:marveh.farhoodi@torontohousing.ca)

## How to fill out and sign your application:

- The application form is fillable online. Once it's completed, sign the form by adding your initials in the designated place. Your initials can be in the form of: "[First Letter of your First Name]. [First Letter of Your last name]".
- Once the form is completed and signed, download and save it.
- Supporting documents including Résumé, reference letter(s), report card/academic transcripts (or equivalent), and optional documents can be saved and sent as separate documents.
- You can either insert your Personal and Financial Statements in the designated boxes in the application form or send them as separate documents.

# 1. APPLICATION FORM

*By completing the section below, TCHC is able to use your information to improve the quality of our outreach efforts for future scholarship opportunities.*

## Personal Information

Last name: \_\_\_\_\_

First name and middle name or initial: \_\_\_\_\_

Year of birth: \_\_\_\_\_

Address (number, street name, city and postal code):

\_\_\_\_\_

Phone number: \_\_\_\_\_

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

Name of the high school or learning institution you most recently attended:

\_\_\_\_\_

Location of the institution (city/town & country):

\_\_\_\_\_

Name of **the educational or training institute** you hope to attend in the coming year:

\_\_\_\_\_

Address of the institute:

\_\_\_\_\_

Program of study/courses:

\_\_\_\_\_

Part time

Full time

Please choose all that apply which reflects your current educational situation:

Mature student (over 29 years old/out of school for 5+ years)

First year post-secondary student

Currently enrolled in a post-secondary institution or training program

Other (please share) \_\_\_\_\_

## 2. REFERENCE

Please attach **up to** two reference letters (no longer than 1 page single-spaced) that outline:

- Your community involvement and contribution to your community/ communities  
(This could be Don Summerville, a faith community, a school community, a cultural community or any other group you consider to be your community)
- Your likelihood for success in your proposed program, which can include your commitment and any past achievements.

### Who can be your reference?

Someone who knows you and is familiar with your academic, community and/ or work-related activities. Examples include a representative of your school or learning institution, a community agency, volunteer or work mentor, supervisor or manager.

Please feel free to submit one letter only if you have a reference who is able to speak to both of the points above. Letters must be provided in English.

#### Reference #1:

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

Relationship to you: \_\_\_\_\_

Phone number or email address:  
\_\_\_\_\_

#### Reference #2:

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

Relationship to you: \_\_\_\_\_

Phone number or email address:  
\_\_\_\_\_

**NOTE:** It can take time to reach out to your referees and get reference letters. We encourage you to start this process as soon as possible.

Sample letter is available upon request- please contact Marveh Farhoodi at [marveh.farhoodi@torontohousing.ca](mailto:marveh.farhoodi@torontohousing.ca) or 416-688-1583.

### 3. RESUME

Please attach a résumé that outlines your relevant work experience, including volunteer work.

## 4. EDUCATION PLAN

Please complete the education plan below:

<b>Career Goals</b>	<b>What program(s) are you applying for or enrolled in?</b> <i>If you are applying for multiple programs, please indicate <b>your first choice</b> and answer the questions below based on your first choice.</i>	
<b>Education Required</b>	<b>What are the entry requirements of the program?</b> <i>For example, does it require a high school diploma, specific work experience, portfolio, language test, etc.?)</i>	
	<b>Do you meet the requirements?</b>	
	<b>What is length of the program or course(s)?</b>	
	<b>According to the institution you are applying to or currently attending, how many courses are considered a full time load?</b>	
	<b>How many courses will you be taking over the coming year (12 month period after the program starts)?</b>	
	<b>Upon completion, what will you receive?</b>	A diploma or certificate A college or university Degree A licence Accreditation Other ( please specify): -----
<b>Most Recent Education</b>	<b>What education have you completed to date? (check as many as apply)</b>	High school diploma or equivalent, OSSD, GED Pre-apprenticeship/co-op Certificate/diploma for a certain practice/skill College Bachelor degree Other ( please specify): -----

## 5. BUDGET AND FINANCIAL STATEMENT

This section will be evaluated based on review of two documents:

**1. Budget** - Please complete this budget plan for the coming learning/academic year (12 month period) outlining your expected sources of income, financial aid, and estimated expenses.

<b>ESTIMATED INCOME (for 12 month period)</b>	
Employment Income	\$
Non-employment Income (e.g. other scholarships, bursaries, grants)	\$
Family Contributions	\$
Other (e.g. savings, Registered Education Saving Plan)	\$
<b>TOTAL INCOME (for 12 month period)</b>	

<b>ESTIMATED EDUCATION EXPENSES (for 12 month period)</b>	
Tuition and Fees	\$
Textbooks and Course Supplies	\$
Student Health/Dental	\$
Travel Expenses (gas, flight, etc.)	\$
Transit Expenses (TTC, GO, etc.)	\$
<b>TOTAL EDUCATION EXPENSES (for 12 month period)</b>	

<b>ESTIMATED LIVING EXPENSES (for you and your dependents-for 12 month period)</b>	
Rent	\$
Groceries	\$
Child care	\$
Other (please list):	\$
<b>TOTAL LIVING EXPENSES (for 12 month period)</b>	

<b>SUMMARY OF INCOME AND EXPENSES (for 12 month period)</b>			
Total Income ( <i>minus</i> )	Total Education Expenses ( <i>minus</i> )	Total Living Expenses	
	-	-	
<b>ESTMATED BALANCE (for 12 month period) **</b>			

<b>ESTIMATED FINANCIAL AID (for 12 month period)</b>	
Ontario Student Assistance Program (OSAP) Financial Aid	\$
Non-OSAP Financial Aid	\$
Bank Loan/Line of Credit	\$
<b>TOTAL FINANCIAL AID (for 12 month period)</b>	

\*\*Subtract your total education and expenses from your total income for the estimated balance.

## 2. Financial Statement

**This is an important component of your application.** Along with the budget, it helps the Scholarship Review Committee understand your financial need that may prevent or impede you from pursuing your studies or training.

On the next page, please use the box provided to describe your situation in **no more than 500 words** (approximately one page single spaced), addressing the following:

- **Why are you applying for this scholarship?**

Please explain how this scholarship helps you address any barriers or take advantage of any opportunities related to your education and/or training.

- **What is your plan to cover the cost of your education?**

Examples may include OSAP or other loans, savings, or employment. If you plan to work during the academic year or summer months, please elaborate on the average number of hours you expect to work. If you do not plan to be employed during the academic year, please provide your reasoning.

**Note:** The Scholarship Program acknowledges that the degree to which individuals may be able to work throughout their studies may vary.

A large, empty rectangular box with a thin black border, intended for a student to write their response to the prompt above.

**Maximum words: 500**

## 6. PERSONAL STATEMENT

**This is an important component of your application.** It helps the Scholarship Review Committee understand who you are and why you should be awarded a Don Summerville Scholarship.

Please use **the space provided (200-300 words)** to write a response to each of the questions below.

- Tell us more about yourself and who you are. Please include how long you have lived in Don Summerville prior to being relocated, what your future education/training and career goals are, and explain how this scholarship will help you reach those goals and contribute to your community.

**Maximum words: 300**

- Tell us about some of the volunteer works, community involvement and/or leadership roles you have been a part of:
  - **In the past 5 years**, have you volunteered or been involved in any community initiatives as a leader or supporter? Please refer to the examples of community involvement and leadership on **page 3**.

Yes

No

- If you answered 'yes,' please explain where and when you were involved, and what your role was/is.

Please mention any experience you have specifically volunteering in Don Summerville, in addition to any other community involvement you may have had. If you have not been involved in any community initiatives within the past 5 years, please elaborate on any volunteer work you have done at any time in your life.

**Maximum words: 200**

- Please provide the approximate frequency of your work for each experience you mentioned in the previous question:

For instance, is it a one-time event, once a week, once a month, or once a year?

**Maximum words: 200**

## 7. APPLICATION CHECKLIST

Please review this checklist carefully to ensure a complete application package is submitted. **An incomplete package will NOT be considered.**

Completed application form (pages 6 to 14)

Signed Certification (page 16)

Up to two reference letters – please attach

Most recent report card/academic transcript or equivalent documentation

Résumé – please attach

Completed Personal Statement

Completed Budget and Financial Statement

Additional materials (optional) - you may attach additional relevant visuals and supporting documentation related to your community involvement and/or leadership. This can include awards or certifications, newspaper clippings, letters of support, samples of work and relevant audio or video recordings.

# CERTIFICATION

**Please read and make sure that you understand and agree with the following:**

I certify the above information is accurate and complete and I understand that any false or incomplete information may invalidate my application.

I accept that scholarship decisions may only be made by the Don Summerville Scholarship Program Scholarship Review Committee and are final.

I understand that scholarship funds will only be granted to me when:

- I submit **all of the documents** included in the “*Scholarship Claim Package*,” **AND**
- I provide **proof of enrolment** in a recognized Canadian post-secondary program or educational and training program/course. This proof should include the **program timetable** and an **invoice** from the institution.

Should I be awarded a scholarship, I agree to:

- Submit a biography and photograph of myself
  - The public release of my name, biography and photograph
- If you have questions about this contact Marveh Farhoodi at [marveh.farhoodi@torontohousing.ca](mailto:marveh.farhoodi@torontohousing.ca) or 416-688-1583)**

I understand that:

- Requests for scholarship deferrals will not be granted, and scholarships must be accepted (via email) **no later than Tuesday, August 8, 2023, at 5:00 p.m.**
- Funds will be released either upon proof of enrollment, and **prior to the end of the first month of enrollment.**

I understand that if I am a scholarship recipient, I intend to:

- Attend the awards ceremony
- Attend one Tenant Advisory group meeting
- Be active with at least one Don Summerville initiative:
  - promotion of the 2023 scholarship
  - volunteer at a Don Summerville community project or event
  - join the Tenant Advisory group
  - create my own project or event

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Signature of Applicant

(Please insert your initials)

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Date (mm/dd/yy)

# PRIVACY NOTICE

*The personal information requested on this form is collected under the authority of the Housing Services Act, 2011 and s. 28(2) of the Municipal Freedom of Information and Protection of Privacy Act. The information will be used for the purpose of administering and planning outreach efforts for Don Summerville Scholarships and general administrative purposes. If you have any questions about the collection of this information, please contact, William Mendes, [William.Mendes@torontohousing.ca](mailto:William.Mendes@torontohousing.ca) (416-678-3439).*

## SUBMISSION DETAILS

### Application deadline:

The deadline to submit your application is Monday, **May 8, 2023 at 5 p.m.**

### How to prepare your application package:

- Create a folder of all completed items.
- Make a compressed version of the file using WinZip or other trusted applications.

**NOTE:** You can download WinZip for free from their official website: [www.winzip.com](http://www.winzip.com)

### The electronic application:

Email the zipped document to [Marveh.Farhoodi@torontohousing.ca](mailto:Marveh.Farhoodi@torontohousing.ca)

### The paper application:

Alternatively, you can print the form and complete and sign it by hand, print all supporting documents, and prepare an application package. Please mail or deliver the completed application, in a sealed envelope to:

### Attention:

Amanda Simpson  
Toronto Community Housing  
931 Yonge St. 2nd Floor  
Toronto, ON M4W 2H2

# SUPPORTS AVAILABLE

Virtual Information Sessions for interested applicants will be held on the following dates:

- 📅 **April 19, 2023**  
**5:30-6:30 p.m.**
- 📅 **TBD**

**Zoom link for the sessions:**

[bit.ly/DS-Scholarship-2023](https://bit.ly/DS-Scholarship-2023)

**Meeting ID:** 862 2291 3890

**Dial by your location (Canada)**

438 809 7799 / 587 328 1099 / 647 374 4685 / 647 558 0588 / 778 907 2071 / 204 272 7920

Meeting ID: 826 1325 8629

## One-on-One Support with the Application

Examples of support that is available from TCHC, Applegrove and Context are:

- Editing
- Filling in the electronic form
- Figuring out your budget
- Identifying a strong reference person
- Reviewing your personal and/or financial statement

If you face any barriers to submitting your application, have any questions about the application process or the scholarship program, need a translation or paper copy of the application, please contact Marveh Farhoodi at [marveh.farhoodi@torontohousing.ca](mailto:marveh.farhoodi@torontohousing.ca) or 416-688-1583