



Building Brighter Futures: Bursaries, Scholarships, & Awards

Step by Step – How to Apply

Regional Representatives' *Building Brighter Futures* Post-Secondary Outreach Guide

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Objective of BBF Outreach Session:

- Introduce students to the *Building Brighter Futures: Bursaries, Scholarships, and Awards (BBF) program*.
- Help students create a bursary and scholarship account on the Indspire website.
 - Ensure students are able to:
 - Log in and out of account.
 - Enter basic contact and school information.
- Walk through each page of electronic application with students.
- Introduce and familiarize students with the supporting documents they will need to upload to complete the application process.

Timeframe of Session Delivery:

- If offering a formal presentation, it will take approximately 15-20 minutes and an additional 60-90 minutes supporting students with application, depending on how many students and questions there are.
- If offering a drop-in session, it will generally last 3-4 hours, depending on how long the session was booked for.

Set Up & Equipment:

- Students should be sitting at computers ready to start BBF application.
- If presenting, you will need a projector, screen, laptop and your presentation (either on your own laptop or USB).

Tips for Facilitators:

- Demonstrate a lot of energy.
- Display a positive attitude.
- Encourage student interaction. The more they interact, the more they will retain and learn.
- Encourage participation of teachers/support staff – they will be there after to encourage the students to go into more detail about their finances, budgets, letters of introduction, and to assist in collecting some of the supporting documents.

Introduce Indspire

Whether you are working with a group of students or supporting a student one-on-one, ask them if they are familiar with Indspire.

- If YES, take them directly to the Indspire website to begin.
- If NO, give them a brief background on Indspire– not too much detail – remember the focus is getting through the application.

You might tell them Indspire:

- Is an Indigenous led charity that has been in operation since 1985.
- Is dedicated to raising funds to support First Nations, Metis and Inuit students across Canada.
- Is the largest provider of bursaries and scholarships to Indigenous students other than the Government of Canada.
- Awarded over 11.6 million through approximately 3,750 scholarships and bursaries to Indigenous students across Canada in 2016-2017.
- Head office is at Six Nations of the Grand River. We have another office in Toronto.
- Has many programs for post-secondary students; our focus today will be on the *Building Brighter Futures: Bursaries, Scholarships and Awards Program* and the *Rivers to Success Youth Mentorship Program*.

Indspire Website

Have students turn on their computers and direct them to www.indspire.ca.

- Point out the “Login” option in the top right - this is where they will log in if they’ve already created an account and password and need to come back to finish their application.
- Have them click on Bursaries and Scholarship in the top menu.

The screenshot shows the Indspire website homepage. At the top, there is a navigation menu with links for Home, For Students, Bursaries & Scholarships, Indspire Awards, About Indspire, Youth Tour, and Donate. A search bar and a 'Login' button are also present in the top right corner. Below the navigation is a large banner for the 'Indspire Awards' with a 'Catch the broadcast of the Indspire Awards on APTN' link. The main content area is divided into three columns: 'News for Students' (2017 Indspire Awards Honours), 'News for Educators' (Guiding the Journey: Indigenous Educator Awards), and 'Indspire News' (Indspire Youth Laureates Cross Canada). A 'Help Alyssa realize her dream' campaign is also visible on the right side.

Indspire Website (cont'd)

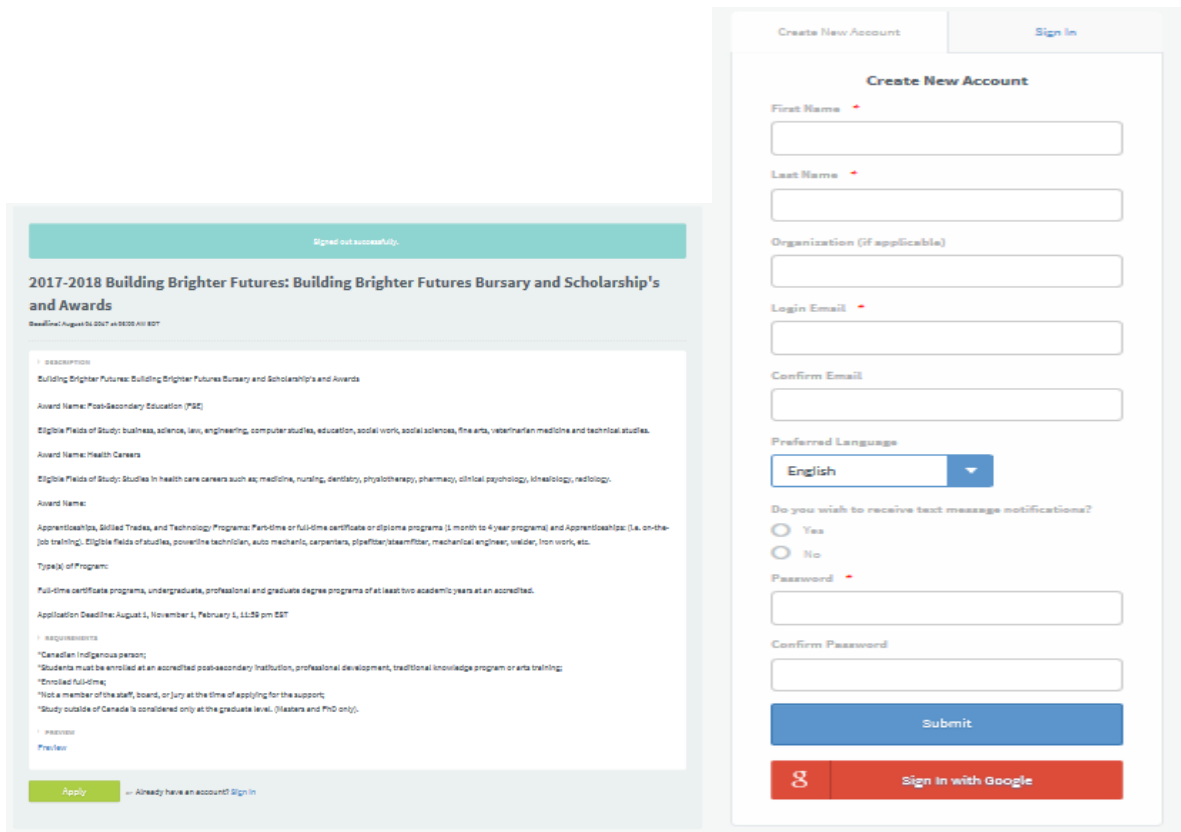
Screenshot of Next Screen.....

The screenshot shows the Indspire website interface. At the top, there is a navigation bar with tabs for: [@ 22 Institutes for Education](#), [For Students](#), [Services & Scholarships](#), [Indspire Awards](#), [About Indspire](#), [Trusts/Trust](#), and [Search](#). Below the navigation bar is a sidebar menu with options: [Home](#), [For Students](#), [Services & Scholarships](#), [Indspire Awards](#), [About Indspire](#), [Trusts/Trust](#), and [Search](#). The main content area features a section titled "Building Brighter Futures: Bursaries, Scholarships, and Awards" with a sub-section "Download and view Indspire's Building Brighter Futures: Bursaries, Scholarships and Awards' guide". Below this, there is a "Program Policy" section with a link to "APPLY". The "APPLY" section is followed by three main application categories: "POST-SECONDARY EDUCATION", "POST-SECONDARY EDUCATION: SKILLED TRADES", and "HIGH SCHOOL BURSARY, SCHOLARSHIPS & AWARDS". Each category includes details about application forms, deadlines, and contact information. At the bottom, there is a "Questions? We can help" section with links for English, French, and Spanish support, and a "Contact Us" section with a phone number and email address.

- Point out the **Program Policy** that students may download.
- Scroll down to the **Apply** Section and briefly review the different applications.
- Have students click on the **Application Form** link for the Post-Secondary Education application.

Indspire Website (cont'd)

Screenshot of the next two pages.....



The first page (on the left) provides students with information and requirements regarding the application. Review briefly.

- Students will click the green button that says **'Apply'** at the bottom left.

The second page (on the right) will appear. Since they are first-time applicants, students will have to create an account.

- Provide name, email and password. It's very important to use your primary email address, as this is the method Indspire will always use to contact you.
- Use a password you will remember so that you can log back in easily later on.
- Check for an email informing you that your application has been created.

Show students the Sign-In tab at the top of the second page. If they have already created an account, this is another place they can log in.

Application

Students will now be logged in and can start the application.

Remind students of the login option on the homepage.

Due to the length of the application, it is not possible to screenshot all pages for this document. Regional Representatives should be familiar with the application form in order to best support students.

Section 1 – Application Information

Page 1 of 12

1. Application Information 2017 - 2018 Academic Year

Application Information

Purpose

This application form is used to determine your eligibility and financial need. For more information on who is eligible to apply please see our Program Policy found on our website at <http://findapire.ca/for-students/bursaries-scholarships>.

Who can use this application?

- *Students taking at least a 60% of a full course load (or 40% if you have a modified program due to a disability);
- *Attending an accredited post-secondary education program that is a minimum of four (4) months or more in length;
- *Enrolled in a trades program that is four (4) weeks or more in length;
- *Attending a post-secondary school that is accredited or recognized by a provincial or ministry or the federal government;
- *In Canada OR pursuing graduate studies outside of Canada; and
- *A member of a recognized Canadian First Nations, Inuit or Métis band and/or community;
- *Students in residency, fellowships, and or post-doctoral research are not eligible for an award through Indapire.

How to Apply

- *All pages of this application form completed;
- *Four required documents must be attached to your electronic application.
- *Throughout this application there will be assistance which explains the question. A list of required documents is provided at the end of this application.
- *To submit your application type your name, date and HIT the submit button. Otherwise your application will remain in a draft incomplete state.

Deadlines

Submit your application by one of the following deadline dates: August 1, November 1 and February 1 at 11:59 pm Eastern Standard Time.

*Please note students are eligible once per academic year for an award.

General Inquiries

Monday to Friday, 8:30 am - 4:30 pm Eastern Standard Time
[315-445-3014](tel:315-445-3014) or [1-877-463-7747](tel:1-877-463-7747) ext. 233

Next → Skip Cancel

Students may SAVE their application and log back in to complete it, however, they must hit the SUBMIT button when their application is complete otherwise it will remain in a draft, incomplete state.

Briefly review “**Who can use this application**” and “**How to Apply**”.

Section 2 - Registration and Your Profile

2. Registration and Your Profile

Collection, Use and Disclosure of Personal Information

As part of the application process, we also collect from you the detailed information below consisting of identifying information, demographic information, information regarding your language and Indigenous affiliation, your educational background and future aspirations, your work history and other activities, and your finances and income, including the finances and income of relevant family members. You may be asked to provide additional information to us during the application process, which we will use to verify your eligibility for our bursaries, scholarships and awards.

In addition to collecting information from you using this form, we may also collect information indirectly from third parties in order to assess or verify the information that you have provided. This may be done on a random basis as part of our audit procedures, or such information may be collected by us because we have received information from you or from third parties that is relevant to your application, and which leads us to believe that we need to verify certain information.

We verify your educational background and graduation record with your academic institution and will collect information from your academic institution for this purpose.

We will use the information that we collect from you and from third parties in order to evaluate your application against the criteria we have set for the grant of the bursaries, scholarships, and awards that we provide and administer.

We may disclose your name, gender, age, address and education related information to our sponsors, who may contact you in order to congratulate you on the grant of a bursary, scholarship, or award or to offer you employment or internship opportunities. We may also use the results of your educational and graduation verification to report back to our sponsors/funders.

By participating in the application process, you consent to our collection, use and disclosure as outlined above, and as outlined in the specific terms and conditions we will ask you to agree to at the end of this application.

In addition, before you provide us with the personal information of third parties (such as the information we request pertaining to family members' incomes and finances), you must ensure that you have obtained their consent to provide us with this information.

Indspire respects your privacy. The information on this form is collected and used and disclosed for the administration of the organization's education programs, communications and fundraising activities. At all times it will be protected in accordance with the principles reflected in the Personal Information Protection and Electronic Documents Act. If you have questions, please contact our Privacy Officer at [1-855-INDSPIRE](tel:1-855-INDSPIRE) (463.7747) ext. 245 or [416-987-0251](tel:416-987-0251) or by mail at: 555 Richmond Street West, Suite 1002, Toronto, Ontario, M5V 3B1. For more information on our privacy policy visit <http://indspire.ca/privacy-policy>.

This page explains what Indspire does with the information you provide.

Students should read through when they have time, as it discusses and advises what they are consenting to when they submit this application.

Section 3 – Personal and Contact Information

When you hover over each question, an explanation or definition will appear. This is valuable information; please take the time to read them carefully.

Although pdf format is preferred, students may upload their proof of status in many different formats.

3. Personal and Contact Information

Indigenous Information

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 for the purposes of the Constitution, 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".

You will find Indspire's policy on our website at <http://indspire.ca/for-students/bursaries-scholarships>.

What is your primary Indigenous Ancestry? *

Province/Territory: Choose the Province/Territory Where your Indigenous Organization is Located. *

Front and back of your card is required and saved as one document. Name your document as follows: Last Name, First Name POS
EXAMPLE: Doe, John POS

Attach Proof of your Indigenous Status *

 No file attached

Maximum File Size: 20MB, Accepted file types: doc, pdf, jpg, docx, tiff, zip, txt, jpeg, tif

Indigenous Ancestry – Once students choose their Indigenous Ancestry, a drop-down will appear depending on their answer. Organizations are listed in alphabetical order.

If a First Nation band or organization is not listed, students may email education@indspire.ca to let Indspire staff know. Indspire will research to determine if they are eligible. Students must be from a federally recognized Indigenous organization to be eligible for an award.

Section 3 – Personal and Contact Information (cont'd)

Email Address

It's important to provide a valid email. Applicants are contacted through email if there are questions or concerns about their applications, and are notified by email if they are successful in receiving funding.

- Please include your preferred email address in the Primary Email field, and a secondary email address as a back-up.

Mailing Address

- It's important to ensure the information is accurate – this is where correspondence will be sent (T4A).

All personal contact information is kept confidential; however, if they do receive an award, their contact information is shared with the sponsor of their award. They will be prompted at the end to sign a release before they submit the application.

Section 4 - Education

4. Education

Previous School/Institutions Attended

List the Last Two Schools/Institutions you have Attended (The First Row is the Most Recent. (This includes, high school, college programs, etc.) This does NOT INCLUDE the program you are currently enrolled in.

i) Name of the School/Institution*

Name of Program

Level of Study

From (YYYY)

To (YYYY)

ii) Name of the School/Institution

Name of Program

Level of Study

From (YYYY)

To (YYYY)

Previous School/Institutions Attended

The name of the school/institutions they have attended in the past (it does not include the program they are currently enrolled in).

Post-Secondary Institution Attending for 2017-2018 Year

Includes a drop-down menu of schools in alphabetical order. If a school is not in the drop-down menu, there is a field to enter the school name.

Section 4 – Education (cont'd)

Education

Are you a Previous Successful Applicant Building Brighter Futures Recipient? *

Select the Building Brighter Futures Barriers, Scholarship and Awards Program for Which you Wish to Apply *

Name of the Post-Secondary Institution you will be Attending for the 2017-2018 Academic Year *

Province/State School Located *

Proof of Full-Time Enrollment (once you are able to enroll in your classes) ONE of the following:

a) an official letter or form, on letterhead, from your institution showing that you are enrolled full-time for the 2017/2018 academic year.

OR

b) a copy of your class schedule showing all registered classes. The document must show your name, your educational institution and the term each schedule is for. The schedule can be a screen shot from your student web account.

**Acceptance letters do not fulfill this requirement.

Name your document as follows: Last Name, First Name (Lastname.FIRSTNAME), John Enrollment

Proof of Enrollment Documentation *

Maximum File Size: 5MB, Accepted File Types: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, ZIP

Proof of Enrollment

Must be an official letter/form on letterhead from their institution showing they are enrolled full-time for a 2017-2018 academic year OR a copy of their class schedule that includes their name, the name of the institution and which term it is for.

Marks

Applications will not be assessed without marks.

Most recent marks are for the 2016-2017 academic year.

High school students may not have these grades in time for the August 1st deadline; they must submit as soon as they have them.

If student did not attend school in 2016-2017, please submit most recent from a completed program/course prior to 2016-2017.

Section 5 – Family Status

5. Family Status

Family Status

Check the Statement that Describes your Current Situation *

Single, Independent

Single, Live at home

Married/Common Law/ or with Partner.

Number of Dependents: Children of any age who are not employed full-time or elderly parent(s) residing in your household. *

How Many are Under the Age of 12? *

Permanent Disability: A permanent disability is a functional limitation that is caused by a physical or mental impairment that restricts your ability to perform the daily activities necessary to participate in studies at a post-secondary level or in the labour force, and expected to remain with you for your expected life.

Do you or your Child Have a Permanent Disability? *

Reflects their family status during the academic year.

If completing the application during the summer while living at home, input where they will be living during the school year.

Please note that if claiming a permanent disability, the applicant must include disability income in the income section of the budget.

Section 6 - Finances

6. Finances

Bursaries, Scholarships and Awards

List any bursaries or scholarships and or awards you have applied for or received during the 2017-2018 academic year? *

Name of Bursary/Scholarship/Award *

Result *

Amount *

\$

Bursaries and Scholarships

Encourage students to do some research about other bursaries and scholarships that are available. Indspire encourages students to seek other sources of income and not to rely solely on the BBF program.

Section 7 – Budget. Part A – Income

7. Budget. Part A - Income

School Length

The Number of Months is Used to Calculate your Monthly Income and Expenses. Only Input the Number of Months you are Enrolled Full Time. INPUT ONE NUMBER ONLY, NO RANGES. (Remember this application is only for the 2017-2018 academic year and there are only 12 months in the year.)

School Length of my Full-time Enrollment for the 2017-2018 Academic Year *

What is your academic start date? *

What is your academic end date? *

School Length refers to the number of months you are enrolled for the 2017-2018 academic year. It determines the number of months on which your budget is based.

It's important to note that your funding letter must provide this breakdown of the amounts you receive for tuition, books and living allowance.

Monthly Income

- It's important to note you are inputting MONTHLY amounts.
- Your Total Monthly Income and Total Income for the Year will automatically calculate.

Section 8 – Budget. Part B – Expenses

Total Monthly Expenses

The figure is calculated using a provincial expense average for rent, food, etc. The average is multiplied by your school length of your full-time enrollment for the 2017-2018 academic year.

Total Monthly Expenses for the 2017-2018 Academic Year

\$

Total Yearly + Monthly Expenses

\$

Financial Expense Calculation

Total Income - Total Expenses = Financial Need *

\$

Previous Next → Save Cancel

The last box on this page shows whether or not you have a financial need. If the number has a (-) sign in front of it, you DO show a financial need; if it doesn't, you do NOT show a financial need.

Section 9 – Community Involvement

This section is about applicant volunteer experience over the past year. The name of the organization they have volunteered with is required, in addition to the number of hours per week they volunteered, how long their commitment was or is, and the name of their supervisor and contact information.

- It is important to fill out this portion of the application; volunteering is one of the three areas scored on the application – do NOT leave it blank.
- Volunteering is not limited to an organization. It may include
 - classroom monitors
 - assisting at local daycare/school/classroom
 - organizing/assisting with sporting/art/writing/community events
 - organizing workshops
 - assisting with group fundraising
 - participating in organizations within your school
- Encourage students to think of any event they've helped with or organization they belong to that may be considered volunteer.

Section 10 – Additional Application Questions

These questions are easy to complete but, as students are completing this section, you may want to share:

- The **Veteran** question asks if they are a veteran or if they are related to a veteran, because there is a specific financial award for these individuals.

Section 11 – Letter of Introduction

These five questions are to help us get to know the students better. Student involvement, engagement and participation in their FN, Inuit and Metis communities is important to Indspire.

These are not essay questions and do not require lengthy responses. Each question, with the exception of the first one, must be answered in less than 100 words. The first question must be answered in less than 200 words.

Go through each question one at a time. Ask students to volunteer possible information to include and offer your own suggestions as well. **Regional Representatives, please know the definition of reconciliation and some examples to offer students. This is a difficult question for some students.**

1. Tell us about yourself, your family, community and why you have decided to pursue a post-secondary education and your field of study?
2. What are some of your past challenges and successes that you will be building from in the future?
3. What are your plans after you graduate from school?
4. How do you give back in the community? If you are not able, explain what limits your ability to volunteer or give back at this time?
5. What does reconciliation mean to you?

Section 12 – Declaration of Consent

Last section of the application - Students should review the declarations. Point out the text box where they must type their full name: this is their signature.

Have student hit the SAVE button and they have completed their first draft.

Let students know: Do **NOT** push the submit button until the application is completed and documents have been uploaded – once an application is submitted, you cannot go back into it and add/change/upload information or documents.

If they do not click SUBMIT, their application will not be received by Indspire.

Students will receive an email confirmation once the application is received.

Additional Information

The online application form will be available all year round.

Applications submitted after August 1 will be considered for the November 1 deadline.
Applications submitted after November 1 will be considered for the February 1 deadline.

Rivers to Success: Mentoring Indigenous Youth

Tell students that before you finish for day, there is one other program for students that they might be interested in.

- Go to the main page of Indspire.ca.
- Click on “for students” tab at the top of the page.
- Click “Rivers to Success Mentorship” tab on the left of the page.

“*Rivers to Success* is a national mentorship program that supports the academic and career success of Indigenous students. Rivers has two streams of mentorship. We match Indigenous [post-secondary students with high school students](#) to support and encourage graduation and transition to post-secondary. Rivers also pairs Indigenous [post-secondary students with professionals](#) in relevant career fields. The mentoring relationship is driven by the mentee’s developmental goals and the mentor’s knowledge and experience.”

- If you’re planning to attend post-secondary in the fall, this is a program that may be of interest to you. Mentors are Indigenous students currently attending a post-secondary institution and they can share with you their valuable wisdom and experiences along with information, suggestions, guidance and support. If you are interested in signing up, please let me know and I’ll make a note on the sign-in list that you’d like more information. You can also sign up online.

- If you're currently in grade 11 or know anyone in grade 11 who plans to attend post-secondary next year, please tell them about the Rivers to Success Youth Mentorship Program as well. Mentors can also support student learning about different institutions and courses of study.

Thank Students

Thank students for their time and ensure to add their name and email to the sign-in list so that an Indspire representative can contact them and further support them in their application if needed.

Don't forget to contact education@indspire.ca if you have any questions at all. Indspire staff are happy to help. We want to support you in this process; we want you to be successful in your application.