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<b>Subject:</b> Youth Bursary Program	<b>Index Number:</b> RCP-001-19
<b>Creation Date:</b> April 25, 2019	<b>Revision Date:</b> n/a
<b>Last Review:</b> n/a	<b>Next Review:</b> TBD
<b>Date of Approval by Council:</b> May 13, 2019	
<b>Resolution Number:</b> Res. 144-19	<b>Effective Date:</b> May 13, 2019

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### **Policy:**

This Youth Bursary Policy establishes the requirements and criteria for applying for a Youth Bursary. Through the Youth Bursary Program, graduating Township youth, or recent graduates, may be recognized for their outstanding achievements in academics, civic engagement, leadership, and/or athleticism.

Council has agreed to allot \$1000 to the Youth Bursary Program. The first, second and third highest scored applications will be awarded \$500, \$300 and \$200 respectively.

### **Objective:**

To show youth that they are valued members of their community. One way to achieve this sense of value is to recognize youth for their achievements and valuable contributions to their community; and by helping them move forward with their aspirations. It is important to encourage youth to continue to strive to be the best students, volunteers, citizens, athletes and employees etc. that they can be so they can continue to build a better future.

### **Definitions:**

- "Township" means the Corporation of the Township of Leeds and the Thousand Islands
- "Post-Secondary Education" includes: apprenticeship, college or university



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## **Procedure:**

### Funding Eligibility

An applicant must meet the following criteria in order to be considered for a Township of Leeds and the Thousand Islands Youth Bursary:

- Applicants must reside within the Township
- Applicants must be graduating high school students or students that have graduated the previous year
- Applicants must be pursuing full-time post-secondary education in the same calendar year as the funds are awarded
- Awarded funds must be used for post-secondary education pursuits which may include tuition, textbooks, program supplies, specialized training and certification, or other related costs

### Process

All grant applications will be received through the Township website and reviewed by Recreation Department staff, a member of council and the Youth Advisory Committee in accordance with the scoring criteria. Applications will open in January of the awarding year and will close on the last day of March. Applications will be reviewed in April and awarded during Youth Week in May. Youth Bursary winners will be notified via e-mail by the Recreation Department.

Should questions arise from the application, the Recreation Department will contact the applicant for clarification and/or request additional information via email.




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## Evaluation

Applications will be evaluated based on the attached scoring matrix.

Scoring Criteria	Description	Points to Consider	Score
Academia (20 points)	<ul style="list-style-type: none"> <li>High school grades for senior classes</li> <li>List of any additional courses or academic activities</li> </ul>	<ul style="list-style-type: none"> <li>Highschool grades</li> <li>Strength in multiple subjects</li> <li>Taken any side training to support their academic or career pursuits (ie. first aid, ASIST, food safety handling etc.)</li> </ul>	/20 points
Civic Engagement (20 points)	<ul style="list-style-type: none"> <li>Describe involvement and contributions to community(ies) in 200 - 500 words</li> <li>List of volunteer activities and corresponding organizations if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Quantity of volunteer hours</li> <li>Capacity of volunteer roles in organizations and events</li> <li>Civic engagement beyond defined organizations and events</li> </ul>	/20 points
Leadership (20 points)	<ul style="list-style-type: none"> <li>Define Leadership in 150 - 300 words</li> <li>List and describe leadership roles</li> </ul>	<ul style="list-style-type: none"> <li>Breadth and depth of leadership definition</li> <li>Variety of leadership roles</li> <li>Capacity of leadership roles</li> </ul>	/20 points
Athletics (20 points)	<ul style="list-style-type: none"> <li>Describe athletic involvement</li> <li>List athletic achievements</li> </ul>	<ul style="list-style-type: none"> <li>Outstanding achievements in one or more sports</li> <li>Average or outstanding achievements in multiple sport disciplines</li> </ul>	/20 points
References (20 points)	<ul style="list-style-type: none"> <li>List name, occupation, relation, phone and e-mail for two references</li> </ul>	<ul style="list-style-type: none"> <li>Discussion about four evaluated disciplines</li> <li>Praise of applicant</li> <li>Truthfulness of youths' application</li> </ul>	/20 points
<b>Total</b>			/100 points