



Native Women's
Association of Canada



L'Association des
femmes autochtones
du Canada

Michael Melancon-Koffend Award 2023-2024 Application Form

Applications must be received by July 14, 2023

1. Eligibility, Timelines, and Submission Options

Michael Melancon-Koffend Student Award:

The Michael Melancon-Koffend Award is prized at \$1,000 and awarded to thirteen (13) Indigenous women, Two-Spirit, and gender-diverse people in Canada from each of province and territory who are currently in post-secondary studies. The award is open to all fields of studies.

Eligibility Requirements:

- Must be pursuing post-secondary studies (open to all fields of studies)
- Award is intended for Indigenous women, Two-Spirit, and gender-diverse people
- Open to all age groups
- Must demonstrate financial need
- Priority given to students committed to improving the situation of Indigenous women and gender-diverse people in Canada politically, culturally, economically, or otherwise

Timeline:

- **Application deadline: July 14, 2023, Midnight, Eastern Standard Time**
NOTE: Applications received after the deadline will **not** be reviewed
- Selected students will be notified by August 2023
- Successful candidates announced by mid-September on our website
- Awarded amounts provided to successful candidates by September 30, 2023

Choose only ONE (1) way to submit your application:

Select **only one** of the methods of submitting your application. If you do not receive confirmation within 5 business days, contact our office directly before resending. Documents can be scanned as PDF and emailed or scanned and faxed. Please ensure that all requested documents are attached.

1) **Email:** Preferred method for application submission. Documentation can be scanned as PDF or mailed. **Email to:** scholarships@nwac.ca

2) **Fax:** All documents, application and supporting documents can be scanned and sent to our secured fax **1-613-688-2936**

2. Personal Information

| Personal Details | | | |
|---|--|-------------|--|
| Name | | | |
| Date of Birth | | | |
| Indigenous Ancestry | | | |
| <input type="checkbox"/> First Nation <input type="checkbox"/> Métis <input type="checkbox"/> Inuit | | | |
| Contact Information | | | |
| Mailing Address | | | |
| Apt # & Street Address | | | |
| City or Community | | | |
| Province or Territory | | Postal Code | |
| Home Phone (with area code) | | | |
| Email Address | | | |
| School email | | | |
| Name of School | | | |
| Field of Study | | | |

3. Education History

High School Education

Name of High School

Street Address

City

Province

Postal Code

Began Studies (YEAR)

Completed Studies (YEAR)

POST-SECONDARY Education List most recent first

Name of Post- Secondary Institution

Street Address

City

Province

Postal Code

Degree/Diploma - Field of Study

Began Studies (YEAR)

Anticipated Year of Completed (Note Date)

POST-SECONDARY Education Previous

Name of Post -Secondary Institution

Street Address

City

Province

Postal Code

Degree/Diploma - Field of Study

Began Studies (YEAR)

Year Completed (Note Date)

4. 2023-2024 School Year Budget Breakdown

Please provide your income and expenses portions of the budget for an eight (8) month period. While you may be attending classes for a longer or shorter period, the budget breakdown is over a set time period so we can determine a standard to evaluate applicants on.

| INCOME | Provide breakdown and additional comments or notes as needed | 8 month TOTAL |
|--|--|---------------|
| Wages | | |
| Bursaries/ scholarships | | |
| Band funding (Post-Secondary Student Support Program funding or otherwise) | | |
| Student loan | | |
| Savings | | |
| Government support (disability support payments, EI, etc.) | | |
| Other (please specify) | | |
| Other (please specify) | | |
| INCOME TOTAL: | | |

| EXPENSES | Provide breakdown and additional comments or notes as needed | 8 month TOTAL |
|---|--|---------------|
| Tuition and fees | | |
| Books | | |
| School supplies (NOT including a computer) | | |
| Computer and other equipment | | |
| Housing/rent | | |
| Utilities: electric, water, trash | | |
| Food (groceries, eating out, coffee) | | |
| Cell phone | | |
| Internet | | |
| Home Furnishing | | |
| Transportation (bus pass, taxi, car) | | |
| Car insurance/repairs/fuel | | |
| Travel (home or other) | | |
| Clothing | | |
| Entertainment | | |
| Laundry | | |
| Childcare | | |
| Health insurance (if not under parents or band) | | |
| Medicine, personal hygiene items | | |
| Debt repayment (credit card payment, etc.) | | |
| Other expenses (please specify) | | |
| EXPENSE TOTAL: | | |

5. Required Documentation

In order to verify your eligibility for the Michael Melancon-Koffend Award, we require documents specifying your Indigenous ancestry and your participation in post-secondary studies:

- ☐ Please provide identity: photocopy of birth certificate, driver's licence, or photo health card (front and back) are accepted.
- ☐ Declaration of Indigenous ancestry: Please specify whether you are First Nations (Status or Non-Status), Métis, or Inuit.
- ☐ Letter of acceptance from the post-secondary institution you will be attending OR for returning students; a) copy of your registration for fall/winter; or b) letter from your faculty/department confirming your status as a returning student

Your application will NOT BE PROCESSED if any of the four required documents above are missing. Please ensure your application is complete before submitting.

6. Student Essay

Please provide a 1-page essay (max. 250 words) to describe the following:

- Personal accomplishments, extra-curricular activities, volunteer experience, and involvement/contributions to your Indigenous community
- Goals following the completion of your studies and how you plan to contribute to the social, legal, and economic well-being of Indigenous women and gender-diverse people
- Note any community activity (local, provincial, or territorial) with Native Women's Association of Canada affiliated or related organizations
- Briefly note financial

NOTE: Essays exceeding the 250-word criteria will not be reviewed. Include a word count at the end of the essay.

7. Reference/Support Letter

Please provide **one (1)** reference/support letter, no longer than one (1) page, testifying to your community involvement and/or dedication to addressing Indigenous women's and Two-Spirit issues (from a local community organization, council, teacher, etc.)

NOTE: Only **one (1)** reference/support letter is required - additional letters will **not** be reviewed

8. Consent/Release Form

I, _____;
(Insert name)

- ☐ provide NWAC with permission to use and publish my name and essay as an applicant and/or winner in NWAC promotional material, program reporting, website, and announcements as related to the promotion of this award, NWAC program initiatives, and the NWAC Youth Department;
- ☐ am aware that my Social Insurance Number (SIN) is required if I am selected for the Michael Melancon-Koffend Award (and NWAC may issue a T4(A) for awarded amount) and that it is my responsibility to claim this amount on my personal taxes;

By signing my name to this document, I hereby declare the information I have provided to be accurate and true; I understand that any misrepresentation of information will result in an ineligible application; I have read this application in its entirety and fully understand the requirements, I have reviewed the required documentation check list, application submission process and deadline and preferred method of submission.

Signature

Date

9. Checklist of Required Documentation

- ☐ 2023 Application Form with all sections fully completed
 - ☐ Personal Information (pages 3-4)
 - ☐ Education History (page 4)
 - ☐ 2023-2024 School Year Budget Breakdown (pages 5-6)
- ☐ Attached are copies of required documents (requirements on page 7)
 - ☐ Proof of identity
 - ☐ Declaration of Indigenous ancestry
 - ☐ Letter of acceptance/copy of registration/letter from faculty confirming status as a new OR returning student
- ☐ Student Essay is completed with a word count and is **no longer than 250 words** (requirements on page 7)
- ☐ Attached is the single reference/support letter, **no longer than 1 page** (requirements on page 8)
- ☐ Application form has been authenticated by signing the Consent/Release Form (page 8)

If any of the above checklist items are missing the application will be considered incomplete and not reviewed. Please carefully review your application to insure you have included all required documents.

10. Contact Information

For additional information, or questions regarding the Michael Melancon-Koffend Award and/or your application, please do not hesitate to contact us:

Native Women's Association of Canada

Telephone: 613 722 3033
Toll Free: 1 800 461 4043
Email: scholarships@nwac.ca

Thank you for applying for the Michael Melancon-Koffend Award! Only those successful applicants will be contacted.