



Pittsburgh Community Benefit Fund  
Scholarship Application Instructions 2020

Value of each scholarship: \$1,500.00

**There will be 5 Scholarships designated for students entering the trades and apprentice programs.**

**STUDENTS are encouraged to apply!**

**HOW TO SUBMIT APPLICATIONS (3 OPTIONS)**

**By Mail – Must be received by Friday, April 17, 2020 @5:00pm**

Pittsburgh Community Benefit Fund  
PO Box 44042 Barriefield PO  
Kingston, ON K7L 0B4

**Dropped off to the PCBF Scholarship Box by April 22, 2020 by 5:00pm**

Box location: Glocca Morra Farms Studio  
1624, Highway 15, Kingston, On K7K 7J9

**In Person at the AGM of the Board, Wed., April 22, 2020 from 6:30 - 8pm.**

Holy Name Church,  
950 Old Kingston Mills Rd,  
Kingston On K7L 4V3

Please submit one original and four copies of your application package.

***\*Important: All decisions of the board are final. As the Board receives more applicants than available scholarships, be sure to submit your application on time. Late submissions will not be accepted.***

**BACKGROUND**

The Pittsburgh Community Benefit Fund (PCBF) is a community-based non-profit corporation, the purpose of which is to provide support, benefits and assistance to the residents of the community of the former Pittsburgh Township by:

- Developing and fostering community spirit;
- Promoting organized athletics, arts, recreation, education, civic emergency, social service and other community endeavours;
- Promoting, developing and operating educational, recreational and athletic facilities and equipment within the community; and
- Undertaking such other complementary purposes not inconsistent with these objects.

## OPEN TO

The PCBF scholarships are open only to secondary school students who meet **both** of these criteria:

1. Residents of the former Pittsburgh Township, as defined by the area of Countryside or Pittsburgh Districts east of the Cataraqui or Rideau Rivers;
2. Graduating, with plans to continue in **trades training or education in trades and apprentice programs**  
or Graduating, with plans to continue in **post-secondary education** (university, college, or other).

***There will be 5 Scholarships designated for students entering the trades and apprentice programs. Students are encouraged to apply!***

## BASIS OF AWARD

These scholarships are **merit-based** awards with a strong emphasis on **community involvement**.

The PCBF considers the following four major components as part of community involvement, and recognizes that not all applicants will be equally involved in all four:

- Employment and/or trade experience;
- Volunteering.
- Extra-curricular activities; and
- Academics.

## SUBMISSION MUST INCLUDE ALL OF THE FOLLOWING:

1. A current transcript showing courses completed and marks obtained.
2. A concise, typed short essay (one page or 250 words) or narrative that includes the following:
  - a. Outline your community involvement and how you have benefited from this involvement/experience(s). Describe what you learned from this experience and how this will help you with your future career choice.
  - b. Describe your *plans for your future* career or profession, the schooling that you will need to get there and why you believe you are a good candidate for the award.
3. (a) Detail your *employment history*, noting:
  - i. where you worked;
  - ii. when you worked there;
  - iii. what you did;

- iv. how much time you spent, either as number of hours worked per week, or as total hours;
  - v. name and telephone number of contact person.
- (b) List your **volunteer activities**, explaining:(as per chart below)
- vi. when you were involved;
  - vii. what you did; and,
  - viii. how much time you spent, either as number of hours per week, or as total hours.
- (c) List your **extra-curricular involvement and achievements**, including awards, prizes, competitions, etc., noting:
- ix. when these occurred; and,
  - x. how much time you spent on them, where applicable, either as number of hours per week, or as total hours.
- (d) List your **achievements**, including awards, prizes, competitions, science fairs, etc, noting:
- xi. when these occurred; and,
  - xii. how much time you spent on them, where applicable, either as number of hours per week, or as total hours.
4. Two letters of recommendation from persons who are not related to you.
- a. One letter **must be from an academic reference**, such as a teacher, guidance counsellor, or your Principal.
  - b. The other letter **must be from a non-academic reference** such as an employer, volunteer coordinator, athletic coach, etc.
5. List the post-secondary institutions (university, college, trades school, or other) to which you have applied for admission, and the status of your applications, noting whether you have yet been accepted.
6. Completed consent and general information form.

|   |   |
|---|---|
| <b>Type of Application</b> (check box)  |   |
| Trade or Apprenticeship <input type="checkbox"/>  | Post Secondary Application <input type="checkbox"/> |
| Name of applicant:  |   |
| Applicant's Date of Birth:  |   |
| Home street address, and mailing address, including postal code:  |   |
| Name of applicant's secondary school:   |   |
| Applicant's telephone number:   |   |
| Name of Parent/Guardian:  |   |
| Length of time (in years) that you have resided in the former Pittsburgh Township:  |   |
| <p><b>Please sign below (and have a parent sign below too, if you are under the age of 18):</b></p> <ul style="list-style-type: none"> <li>• <b>allowing the Pittsburgh Community Benefit Fund to publicize your name and school, if you are a winner of this award; and,</b></li> <li>• <b>certifying that the information given in this application form is true and accurate to the best of your knowledge.</b></li> </ul> |   |
| Applicant's signature   | Date  |
| Parent's/guardian's signature(s)  | Date  |

- Check list:**
- Signed consent form
  - Current transcript (1 must be original)
  - Essay or Narrative, per instructions
  - Two Letters of Recommendation
  - List of trades applied to or post secondary institutions AND the status

| Employment History  |      |        |  |             |
|---|------|--------|--|-------------|
| Where did you work?   |      |        |  |             |
| Job Description   |      |        |  |             |
|   |      |        |  |             |
| How will this work experience help you with your future career? |      |        |  |             |
|   |      |        |  |             |
| When did you work there?  |      | Start  |  | End         |
| Hours Worked  |      | Weekly |  | Total Hours |
| Contact Person  | Name |        |  | Number      |

| Employment History  |      |        |  |             |
|---|------|--------|--|-------------|
| Where did you work?   |      |        |  |             |
| Job Description   |      |        |  |             |
|   |      |        |  |             |
| How will this work experience help you with your future career? |      |        |  |             |
|   |      |        |  |             |
| When did you work there?  |      | Start  |  | End         |
| Hours Worked  |      | Weekly |  | Total Hours |
| Contact Person  | Name |        |  | Number      |

| Volunteer History  |        |  |             |  |
|--|--------|--|-------------|--|
| Where did you volunteer?   |        |  |             |  |
| Description of Duties  |        |  |             |  |
|  |        |  |             |  |
| How will this volunteer experience help you with your future career? |        |  |             |  |
|  |        |  |             |  |
| When did you volunteer there?  | Start  |  | End         |  |
| Hours Worked   | Weekly |  | Total Hours |  |
| Contact Person   | Name   |  | Number      |  |

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|--|--------|--|-------------|--|
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|  |        |  |             |  |
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|  |        |  |             |  |
| When did you volunteer there?  | Start  |  | End         |  |
| Hours Worked   | Weekly |  | Total Hours |  |
| Contact Person   | Name   |  | Number      |  |

| Extra-Curricular Involvement   |      |        |        |             |
|--|------|--------|--------|-------------|
| Where did you do your extra-curricular involvement?                          |      |        |        |             |
|  |      |        |        |             |
| What was your title?   |      |        |        |             |
| Description of Duties  |      |        |        |             |
|  |      |        |        |             |
| How will this extra-curricular involvement help you with your future career? |      |        |        |             |
|  |      |        |        |             |
| When did you get involved?   |      | Start  |        | End         |
| Hours Worked   |      | Weekly |        | Total Hours |
| Contact Person   | Name |        | Number |             |

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|--|------|--------|--------|-------------|
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| When did you get involved?   |      | Start  |        | End         |
| Hours Worked   |      | Weekly |        | Total Hours |
| Contact Person   | Name |        | Number |             |

| Achievements  |  |             |  |
|---|--|-------------|--|
| What Award/Bursary did you receive?                                       |  |             |  |
|   |  |             |  |
| When did you receive the award?   |  |             |  |
|   |  |             |  |
| How much time did you spend on this to master it or get this achievement? |  |             |  |
| Hours/week  |  | Hours/month |  |
| Year Started  |  | Year Ended  |  |
|   |  |             |  |

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|---|--|-------------|--|
| What Award/Bursary did you receive?                                       |  |             |  |
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