



Native Women's  
Association of Canada



L'Association des  
femmes autochtones  
du Canada

## **Michael Melancon-Koffend Award 2020-2021 Application Form**

**Applications must be received by August 15, 2020**

## 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 peoples 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 peoples
- Open to all age groups
- Must demonstrate financial need
- Priority given to students committed to improving the situation of Indigenous women and gender diverse peoples in Canada politically, culturally, economically or otherwise

### Timeline:

- **Application deadline: August 15, 2020 Midnight Eastern Standard Time**  
**NOTE:** Applications received after the deadline will **not** be reviewed
- Selected students will be notified by September 30th, 2020
- Successful candidates announced by mid-October on our website
- Awarded amounts provided to successful candidates by October 31st, 2020

### 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.

1) **Email:** Preferred method for application submission. Documentation can be scanned as PDF OR mailed. Mailed photocopies of supporting documentation must be date stamped on or before deadline. **Email to:** [scholarships@nwac.ca](mailto:scholarships@nwac.ca)

2) **Mail/Courier:** Ensure your application arrives on or before the deadline.

**Mail to:** Attention: Michael Melancon-Koffend Award 2020-2021  
Native Women's Association of Canada  
85 Albert St., 12<sup>th</sup> Floor  
Ottawa, ON K1P 6A4

## 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. 2020-2021 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)		
<b>INCOME TOTAL :</b>		

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)		
<b>EXPENSE TOTAL :</b>		

## 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 license 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 peoples
- 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 Helen Bassett Commemorative Student 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.*

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**Signature**

**Date**



## 9. Checklist of Required Documentation

- All sections of 2020 Application Form are fully completed
  - Personal Information (page3-4)
  - Education History (page 4)
  - 2020-2021 School Year Budget Breakdown (page 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:

### The Native Women's Association of Canada

**Telephone:** 613 722 3033  
**Toll Free:** 1 800 461 4043  
**Email:** [scholarships@nwac.ca](mailto:scholarships@nwac.ca)

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