

# Quebec City Women's Club

## Financial Support Provided by the Quebec City Women's Club

The Quebec City Women's Club is a group of women who understand that to be educated is not only a form of development, but also the means to bring leadership and creativity to one's domain in contemporary society. The club provides financial support to outstanding women from the greater Quebec City region, who communicate comfortably in English, to pursue their education.

Awards and bursaries have been the principal activity of the group for over seventy years. Until 2018, financing for the funds that were distributed was a local annual book fair organized by the women of the club. To ensure distribution for future years, these funds are managed under the auspices of the *Citadel Foundation* in collaboration with the Bursary Committee.

The club currently finances awards at St. Lawrence College and the Eastern Quebec Learning Centre. It also provides bursaries to deserving applicants who are continuing their education at university, in undergraduate or graduate programs. In 2024, the club is offering up to \$4,000 in bursaries. Bursary Committee members understand that it takes hard work and dedication to continue one's education. We see the Quebec City Women's Club bursary as a way to acknowledge this important journey in a woman's life.

## **Bursary Guidelines & Application Form 2024**

### Guidelines and Eligibility

- Applicant must be a female, 18 years of age or over.
- Applicant must be a citizen, permanent resident, or legal refugee of Canada.
- Applicant must be originally from the **Greater Quebec City region** or have resided locally for at least 3 years.
- Applicant must be currently enrolled in a full-time accredited undergraduate or graduate university degree program. Under special circumstances, the committee might consider part-time enrollment status.
- If retained for the final round, applicant will answer a short, written essay question in English after meeting with the selection committee in a same day interview conducted in English.
- Completed application must demonstrate financial need and past academic performance. Applicants are evaluated in terms of their potential to succeed, motivation, extracurricular activities, and financial need.
- Applicant must supply two recommendation letters from immediate supervisors.
- All documentation provided by applicants is to be in English, **except** for letters of recommendation or proof of academic status, where translation is not essential, but appreciated.

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## Details regarding submission of your application

- **DEADLINE** for completed applications is **midnight on Tuesday, September 24, 2024**.
- Email this form and all documents in **ONE email** to Ms. Kathleen Poulin at the Citadel Foundation: [kpoulin@jhparkers.net](mailto:kpoulin@jhparkers.net). Ms. Poulin is our administrative contact at the Citadel Foundation, where our funds are managed. The Bursary Committee of the Quebec City Women's Club collaborates directly with her office. Please address questions directly to her and a member of the committee will provide answers as quickly as possible.
- The subject line of the email should read "2024-QCWC Bursary-NAMEOFAPPLICANT" (*your name*).
- Please use the checklist to ensure application is complete.
- For 2024, applicants must submit ONE (1) email to [kpoulin@jhparkers.net](mailto:kpoulin@jhparkers.net) at the Citadel Foundation. This email must contain all the required documents in Adobe Acrobat PDF format. Applicants may submit the PDF documents as separate attachments in the email **or** as one zip file **or** as a compendium of all required documents summarized in one PDF document. In order to be considered, the email must include the following: 1) application form; 2) supporting documentation for proof of residence in the Greater Quebec City Region for at least three years; 3) personal essay; 4) a minimum of two letters of reference; 5) proof of full-time status; 6) unofficial transcripts and 7) Curriculum vitae. Personal signature or electronic signature with the date and time stamp is required on the last page of the application form.
- Each email will be kept confidential. The details are required by the committee to determine financial need, educational merit, civic involvement, sense of vision, and level of English. This confidential information, including contact information, is sent from the office of the Citadel Foundation to the Bursary Committee. The documentation (electronic or paper) collected from candidates will be deleted on **December 31, 2024, or after the distribution of funds, if for some reason there is a delay**. The sharing of this information is limited to the Bursary Committee members and members of the Citadel Foundation which handle the processing.
- The committee recognizes that not all students are able to participate in volunteer activities because of a high academic load, sports and cultural involvement and work (financial) obligations. Please ensure that we have a clear picture of your activities identified in the application form and/or your essay.
- Applications that are incomplete, late, or have not followed this process, will not be reviewed by the Bursary Committee.

## If selected to receive a bursary, you should:

- Be prepared, if requested by the committee, to provide official transcripts in order to receive the bursary.
- Provide proof of fulltime student enrollment on or after **the last course drop date in November 2024** at the institution for which you are registered. The payment process will begin after this date. Public transportation cards do not qualify as proof of current enrollment status. The document must include the name of the educational institution, the date, and your name.
- Be prepared to provide your Social Insurance Number to the Citadel Foundation's designated contact person (not the Quebec City Women's Club), so they can process payment.



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## Checklist

<input checked="" type="checkbox"/>	Supporting Documents	Acceptable Items	Unacceptable Items
<input type="checkbox"/>	Application Form	<ul style="list-style-type: none"> <li>Fully completed form</li> <li>Signed and dated</li> <li>Information is true</li> </ul>	<ul style="list-style-type: none"> <li>Incomplete form</li> <li>Not signed or dated</li> <li>Inaccurate or false information</li> <li>Information provided in French <i>Exception: institutional names and reference letters.</i></li> </ul>
<input type="checkbox"/>	Proof of living in the Greater Quebec City region for a three-year period.	<ul style="list-style-type: none"> <li>Copy of Elementary or secondary school diploma</li> <li>Copy of three-year CEGEP or college diploma with name of the institution.</li> <li>Other documentation such as rental agreements or drivers' licence.</li> </ul>	<ul style="list-style-type: none"> <li>Proof from one year of residence only.</li> <li>No proof of having lived in the Quebec City Region for three years.</li> </ul>
<input type="checkbox"/>	Essay	<ul style="list-style-type: none"> <li>1 to 3 pages typed, 750 words maximum</li> <li>Describes how you arrived at your chosen career path.</li> <li>Describes how you view your potential to succeed.</li> <li>Explains your motivation to continue studying</li> </ul>	<ul style="list-style-type: none"> <li>Essays exceeding 3 pages or 750 words</li> <li>Essays used in past applications</li> <li>Essays not addressing career path, potential to succeed or motivation</li> </ul>
<input type="checkbox"/>	Community Involvement	<ul style="list-style-type: none"> <li>A portion of your essay must describe your community involvement and/or extracurricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>Essays that do not contain information pertaining to community involvement or extracurricular activities.</li> </ul>
<input type="checkbox"/>	2 Letters of Support	<ul style="list-style-type: none"> <li>Minimum of two current letters of support, signed and dated.</li> <li>Written by people having known you professionally or personally through school, employment, or activities, including a community organization for which you volunteered.</li> </ul>	<ul style="list-style-type: none"> <li>Only one letter of support</li> <li>Letters written by family members (unless there is a professional connection)</li> </ul>
<input type="checkbox"/>	Latest Unofficial Transcripts	<ul style="list-style-type: none"> <li>Unofficial transcripts from most recent school year</li> </ul>	Note: Original official transcripts may be required if selected.
<input type="checkbox"/>	Proof of full-time enrollment at a university institution	<ul style="list-style-type: none"> <li>Acceptance letter into an institution or current unofficial transcripts.</li> <li>If a returning student, letter of enrolment</li> <li>Document must include the name of the institution, the name of the student and date</li> </ul>	<ul style="list-style-type: none"> <li>Outdated letters</li> <li>Letters from anywhere, other than the university</li> </ul>
<input type="checkbox"/>	Résumé	<ul style="list-style-type: none"> <li>Up-to-date Curriculum vitae</li> </ul>	<ul style="list-style-type: none"> <li>Outdated or incomplete</li> </ul>

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## Bursary Application Form 2024

(Please print clearly or type)

### 1. Contact Information

First Name:	Last Name:
Phone Number:	
Email Address:	
Permanent Address:	
Apartment #	
Number and Street	
City	
Province	
Postal Code	
Current Mailing Address (if different from above)	

### 2. Personal Details

Place of Birth:	
Date of Birth (Year/Month/Day):	
Citizenship:	
First language learned and still understood:	
Other Languages	
Spoken:	
Written:	
Civil Status (single, living with a partner, married, widowed, separated, divorced):	

### 3. Information on dependents

List dependents, such as your own children, that are financially supported by you/your family. Do not include children who are independent or working full-time:

Name	Age	Relationship	Post-secondary institute attending (if applicable)

*Insert further information, if necessary, on a separate sheet*

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### 4. Link to Greater Quebec City Region and the English language

<p>4.1 Length of time that you have resided in the Greater Quebec City region (number of years and dates).</p>	<p><b>Number of Years:</b> _____</p> <p><b>Dates:</b> From _____ To: _____</p>
<p>4.2 Identify the types of supporting document(s) that are being provided as proof of local residence for a period of at least three years.</p>	
<p>4.3 Describe briefly how you learned to speak and write in English.</p>	
<p>4.4 Describe your ties to the Greater Quebec City Region.</p>	
<p>4.5 Briefly describe your ties to the English-speaking community in the Greater Quebec City Region.</p>	

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## 5. Educational Pursuits

Provide information about your current university and those from which you have completed degrees.

	Name of Educational Institution	Field of Study	Duration of Program (y)	Date of completion or Expected date of completion
1				
2				
3				

*Insert further information, if necessary, on a separate sheet*

## 6. Information on parents/ financial guardians:

6.1	Are you financially independent from your parents? (i.e., maintain a separate residence year-round and receive minimal financial support.) (Yes, No)	
6.2	If Yes, how long have you been financially independent from your parents/ financial guardians?	
6.3	If no, complete the table following.	

Parent / Guardian	Date of Birth	Living with you? (Yes/No)	Occupation	<b>Category</b> of Net Income*

*Insert further information, if necessary, on a separate sheet*

### **Category** of Net Income\*:

- 1 Below \$30,000
- 2 Between \$30,000 and \$50,000
- 3 Between \$50,000 and \$75,000
- 4 Between \$75,000 and \$100,000
- 5 Over \$100,000

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## 7. Financial Background:

7.1	Total Personal Income (based on your <b>FEDERAL</b> 2023 income tax form (\$) <i>(Please do NOT provide Quebec provincial data for Gross and Net income)</i>	<u><b>Gross 2023 Income</b></u> (line 15000 Federal)  \$ _____	<u><b>Net 2023 Income</b></u> (line 23000 Federal)  \$ _____
7.2	If you have a partner/spouse), what is your <b>Partner's/Spouse's Income</b> based on their <b>FEDERAL</b> 2023 income tax form (\$) <i>(Please do NOT provide Quebec provincial data for Gross and Net income)</i>	<u><b>Gross 2023 Income</b></u> (line 15000 Federal)  \$ _____	<u><b>Net 2023 Income</b></u> (line 23000 Federal)  \$ _____

7.3	Are you eligible for a Canadian or Provincial Student Loan? (Yes or No)	
7.4	If yes, have you applied for a Student Loan? (Yes or No)	
	If no, please give the reason:	
7.5	Total educational debt from Canadian and provincial loans (less loan remission) to date? (\$)	

7.6 List any financial assistance, including awards, that you have already received for your program of study (Source, \$, duration):

Source	\$ Amount	Dates and Duration

7.7 List all other financial assistance for which you have applied for your program of study:

Source	\$ Amount	Dates and Duration

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7.8 List any other sources that will help pay for your expenses during the full year (12 months, summer included) (parents, employment, etc.):

Source	\$ Amount	Description of this source

7.9 Are there other challenges requiring additional financing that you face that the selection committee should be aware of (i.e., single parent, medical condition/extenuating family circumstances requiring additional finances, etc.)?

### 8. Financial Information for one academic year (12 months):

8.1 Estimated costs for the following (Canadian dollars):

Tuition, Books & Incidental Fees	\$
Travel/Transportation	\$
Food and Housing	\$
Communications (Internet, cellular, etc.)	\$
Other (Specify)(e.g., Uncovered medical costs, Special needs, etc.)	\$
<b>Total Costs</b>	\$

8.2 What percentage of your educational expenses will be covered by each of the following sources? (If zero, please note 0%)

Category	%
Personal Savings	
Employment (Summer or School year)	
Loans	
Spouse/Family	
Scholarships/Bursaries acquired	
RESPs/RRSPs	
Other (Specify)	
<b>Total</b>	100%



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8.3 Where were you living this past summer (2024)? (Parents' place, own home, rental apartment, travel, other)

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## 9. Employment Information:

9.1 List your employment history:

	Current or most recent job	Previous employment
Employer		
Job title (description)		
Average #of h/ week		
Duration (# of years &/or months)		
Start Date		
End Date		
Salary (hourly rate)		

*Insert further employment, if necessary, on a separate sheet*

9.2 Describe briefly your plans for work while pursuing your degree:

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## 10. Extracurricular Involvement and Interests:

10.1 List your recent involvement in community efforts, such as participation as a volunteer (for charities, non-profits, clubs, etc.). Mention any roles/positions you held:

Name of Organization	Role/Position Held

*Insert further information if necessary, on a separate sheet*

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10.2 List any hobbies, sports, and/or activities you enjoy and are currently doing or anything else that you haven't previously mentioned.

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10.3 List any merits/recognition of achievements that you have received from schools and/or organizations. If you received any money with the award, please include the amount after the name of the award.

Name and amount awarded	Date

*If necessary insert further information on a separate sheet*

## 11.0 Personal Essay/Statement:

Please include an essay written in English, under 750 words, with the application. The maximum length of the document is three pages. In your own words, explain why you should receive a bursary from the QCWC. The quality of English will be evaluated. These are some topics that should be addressed in your essay:

- Explain how did you arrived at your chosen career path, i.e., What has led you to the program that you are studying?
- Describe your community involvement and your extracurricular activities. Feel free to incorporate your background, hobbies, skills, interests and participation in school, community, college, church, sports, etc. to create a detailed picture of you as an individual.
- Explain your potential to succeed and your motivation to pursue academics.
- What are the qualities that make you an excellent candidate to receive this bursary?
- Do you have any financial needs or other relevant important information that you want to bring to the Bursary Committee's attention?

The Bursary Committee scores on the following categories:

Academic Aptness	25%
Civic Involvement/Extracurricular Activities	15%
Clarity of Message in Essay	15%
Sense of Vision	10%
Letters of Recommendation	5%
Financial Need	30%

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## 12.0 How did you learn about our bursary?

Please describe:

## 13.0 Oath:

I certify that the information given in this form is correct, complete, and fully discloses my eligibility for the 2024 Quebec City Women's Club Bursary.

I consent to share the information in this application with the members of the bursary selection committee and the office of the Citadel Foundation, who handles the processing.

Date:

Signature:

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***Please refer to the checklist to ensure all required elements are included with your complete application form. Incomplete applications will not be considered.***

All of the above must be submitted by midnight September 26, 2024.

***All information submitted will be treated as confidential.***

Quebec City Women's Club Bursary  
c/o Citadel Foundation  
1270 Chemin Sainte-Foy, Suite 2000  
Quebec, Quebec G1S 2M4



Have feedback about our application form? We want to hear from you! Send your comments and suggestions to [kpoulin@jhparkers.net](mailto:kpoulin@jhparkers.net) All feedback will be collected and cleared of authors' names, and delivered to the Bursary Committee as one name-free document, after award selections have been made. Be sure to write in the subject line of your email: **Feedback-2024 QCWC Bursary.**

We value both your feedback and your candour, which is why your comments will remain anonymous. Thank you for helping us continuously improve our processes.