
Municipal Scholarship Program

Purpose

To provide guidance on the municipal scholarship program supporting graduates of Norwood District Intermediate & High School (NDIHS) pursuing post-secondary education in a field that will contribute to public service (municipal government), including but not limited to: public administration, business, cyber security, civil engineering, or planning.

Objectives

1. Establish criteria that will allow Council to consider scholarship recipient(s);
2. Ensure funds available for municipal scholarship(s) are determined annually as part of the budget process and that once the budget amount has been depleted, no additional requests will be considered; and
3. Specify that any scholarship(s) awarded are not regarded as a commitment for the Township to provide future funding.

Scope

The program applies to all graduates of NDIHS continuing with post-secondary education in a field that will contribute to public service.

General Policy

The Township of Asphodel-Norwood Municipal Scholarship is an award valued at \$1,000 and may be awarded annually to one (1) student (\$1,000) or two (2) students (\$500 each) who are graduating from Norwood District Intermediate & High School and continuing their education.

Recipient criteria:

- The student must be graduating from NDIHS, and provide proof of:
 - enrollment at NDIHS; and
 - registration to a Canadian college, university, or other post-secondary institution in a full-time program in the fall of the current year, in a field that will contribute to public service (municipal government), including but not limited to: public administration, business, cyber security, civil engineering, or planning that is a minimum of two (2) years in length.
- The student must complete the Municipal Scholarship Application Form (Schedule A) and submit the requisite supporting documentation electronically or in-person at the Township Office no later than May 31 of the current year.

Municipal Scholarship Program

Process:

The recipient must claim the scholarship award within the first year of post-secondary studies. They must present the Township with proof of full-time registration at the educational institution before receiving the funds. The scholarship will be awarded in two (2) installments of equal value to ensure the student continues their studies in the second semester.

The scholarship recipient(s) will be chosen by Council in accordance with the following criteria. All decisions made by Council are final.

- Work and Volunteer experience (weighted at 40%)
- Essay response (weighted at 50%)
- Application completeness & comprehension (weighted at 10%)

If there is no suitable candidate, the scholarship will not be awarded for that year.

If a scholarship winner fails to acknowledge and accept the award within 30 days after receipt of the letter of notification, their award will be forfeited, and the scholarship will be awarded to the next highest scoring applicant.

Questions regarding this scholarship program may be directed to the Township CAO.

Exemptions:

Municipal elected officials, permanent Township staff, and their immediate families are not eligible to participate in this scholarship program. Immediate family shall include: spouse, children, residents of the municipal official's household or any other person claimed as a dependent on the municipal official's tax return.

Municipal Scholarship Program

Schedule "A" - Application

Personal Information

Name	
Address	
Phone Number	Email Address

Academic Information

High School Attended	Date Range of High School Attendance (yy-yy)
Norwood District Intermediate & High School	
Name of Post-Secondary Institution	Address
Name of Program	Number of Years to Complete Program
Statement of Educational and Career Goals	

The personal information collected on this form will only be used for the purpose in which it was intended and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56.

Municipal Scholarship Program

Attachments

Please attach copies of the following:

- NDIHS Student Card, proof of enrollment, or Ontario Student Transcript
- Letter of Acceptance from Post-Secondary Educational Institute
- Your resume outlining your work and volunteer experience
- Essay** – please submit a one to two-page written essay, no more than 1,000 words *or* a one-to-two-minute video, indicating why you should be considered for a municipal scholarship and why you are considering pursuing a career in public service.

Declaration

I hereby declare that the information I have provided in this application is correct and can be verified upon request. I give the Township of Asphodel-Norwood permission to publish my name and photo in local media, the Township website, and social media if I am a recipient of a Township of Asphodel-Norwood Municipal Scholarship Award.

- I confirm the above declaration.