

# Apprenticeship Bursary

## Deadline for Application: April 30

### DESCRIPTION

The Apprenticeship Endowment Fund generates an annual Apprenticeship Bursary to be awarded to prospective or current apprentice(s) with financial need entering or involved in apprenticeship training to obtain certification in a Manitoba designated trade. This bursary is managed by the Apprenticeship Endowment Fund Committee (made up of members of the Apprenticeship and Certification Board) and The Winnipeg Foundation.

### SELECTION CRITERIA

Criteria includes:

- Demonstrated financial need
- Ability to succeed
- Letter of Reference
- Quality of information provided in the personal summary
- Special consideration will be given to applicants from the following designated groups: Aboriginal; persons with disabilities (includes learning disabilities); and visible minorities

### VALUE OF AWARDS

The amount of each bursary is influenced by the number of eligible applicants received by the Apprenticeship Endowment Fund Committee and the amount of the annual earnings of the Apprenticeship Endowment Fund.

### APPLICATION PROCEDURE

1. Applications are available online at [www.manitoba.ca/tradecareers](http://www.manitoba.ca/tradecareers) or from the following Apprenticeship Manitoba locations:

Winnipeg  
1010-401 York Ave.  
R3C 3X5

Brandon  
128-340-9<sup>th</sup> St.  
R7A 6C2

The Pas  
Box 2550, 305 Fourth St.  
R9A 1M4

Thompson  
118-3 Station Rd.  
R8N 0N3

2. Complete the Apprenticeship Bursary Application. Please answer all of the questions. Be sure to **sign** and **date** the Declaration of Applicant at the end of the application

3. Include **One Personal Summary** not exceeding 500 words describing yourself, including:

- Why you chose apprenticeship or your trade
- What unusual financial challenges you face
- How you plan to address these financial challenges during your apprenticeship
- How this bursary will benefit you

If applicable, please include any information on dependants or other factors that affect your financial situation. Use the form provided and attach extra pages if required *or* submit a typed/neatly handwritten personal summary.

4. Include **One Letter of Reference** from a community member (i.e. employer, teacher, co-worker etc.) outlining how your accomplishments demonstrate your ability to succeed as an apprentice. A typewritten letter of reference is preferred. If necessary, a neatly hand-written or printed reference letter will be accepted.

Any additional letters will not be considered. Please ensure that your recommender understands the bursary criteria and your reasons for applying. You are advised to allow your recommender at least two weeks to write the letter. Submit one copy of the sealed (with the employer signature over the envelope seal) reference letter with your application.

To assist you in this process, provide your recommender with the instructions on the following page,  
*Instructions to the Recommender.*

5. **Submit** the completed Apprenticeship Bursary Application including required documentation by April 30 to:

**Apprenticeship Endowment Fund**  
**Apprenticeship Manitoba**  
1010-401 York Ave.  
Winnipeg, MB R3C 0P8

## **APPLICATION SELECTION INFORMATION**

Applications will be reviewed by the Apprenticeship Endowment Fund Committee and selections will be made by May 31. Late or incomplete applications will not be considered.

Only the successful recipient(s) will be notified by mail in June of their award.

If apprenticeship registration *is* confirmed, a cheque in the bursary amount will immediately follow from The Winnipeg Foundation.

If apprenticeship registration *is not* confirmed, a prospective apprentice must register with Apprenticeship Manitoba by December 31 of the application year in order to receive the bursary.

In the event a prospective apprentice does not register with Apprenticeship Manitoba during the period outlined above, the bursary amount will remain in the Apprenticeship Endowment Fund.

Should a recipient, for any reason withdraw from the apprenticeship program, the total amount of the bursary shall become due immediately and repayable to the Apprenticeship Endowment Fund. The Apprenticeship Endowment Fund Committee may consider appeals in exceptional circumstances.

**Instructions to the Recommender:**

The applicant named on the application form is applying for Apprenticeship Bursary which is awarded annually to a prospective or current apprentice(s) with financial need entering or involved in apprenticeship training to obtain certification in a Manitoba designated trade. This bursary is managed by the Apprenticeship Endowment Fund Committee (made up of members of the Apprenticeship and Certification Board) and The Winnipeg Foundation.

Applicants are selected if all of the eligibility criteria are met and based on an excellent recommendation from a community member (i.e. teacher, employer, co-worker), quality of the personal summary, ability to succeed and demonstrated financial need.

Apprenticeship Manitoba, Department of Entrepreneurship, Training and Trade, requires your candid recommendation describing the following:

- The applicant's personal character
- The applicant's ability to succeed in his/her chosen trade
- The applicant's financial need
- The applicant's accomplishments

A typewritten letter of reference is preferred. If necessary, a neatly hand-written or printed reference letter will be accepted.

When the letter of recommendation is complete:

- Sign the letter of recommendation
- Place the letter of recommendation in a sealed envelope
- Place signature over the seal of the envelope
- Write the name of the applicant on the front of the envelope
- Return the sealed and signed envelope to the applicant for submission

## Apprenticeship Bursary Application

**APPLICATION DEADLINE: April 30**

- Late or incomplete applications will not be processed
- Each area on this form must be completed
- All information herein is treated as strictly confidential

GENERAL INFORMATION		
FIRST NAME:	MIDDLE NAME:	LAST NAME:
PERMANENT ADDRESS:		APT:
CITY:	PROVINCE:	POSTAL CODE:
PERMANENT TELEPHONE:	OTHER TELEPHONE:	EMAIL:
DATE OF BIRTH: (DAY / MONTH / YEAR):		SIN:
I AM A RESIDENT OF MANITOBA: <input type="checkbox"/> Y <input type="checkbox"/> N		
I AM A NEWLY REGISTERED APPRENTICE IN MANITOBA: <input type="checkbox"/> Y <input type="checkbox"/> N		
IF YES, WHEN DID YOU REGISTER? _____ (Month, Year)		
APPRENTICESHIP REGISTRATION NUMBER _____ (found in Blue Book- record of hours)		
IF NO, ARE YOU CURRENTLY SEEKING AN EMPLOYER IN ORDER TO REGISTER? <input type="checkbox"/> Y <input type="checkbox"/> N		
IN WHAT TRADE ARE YOU REGISTERED OR PLANNING TO REGISTER AS A MANITOBA APPRENTICE? _____		
<b>SELF DECLARATION (optional)</b> CHECK ALL THAT APPLY: <input type="checkbox"/> ABORIGINAL  <input type="checkbox"/> PERSON WITH A DISABILITY (INCLUDES LEARNING DISABILITIES)  <input type="checkbox"/> VISIBLE MINORITY (OTHER THAN ABORIGINAL)	<b>FINANCIAL INFORMATION</b>  AVERAGE ANNUAL FAMILY INCOME (CHECK BOX WHICH APPLIES TO YOU):  <input type="checkbox"/> under 20,000 <input type="checkbox"/> 30,000 - 40,000 <input type="checkbox"/> 50,000 - 60,000 <input type="checkbox"/> 20,000-30,000 <input type="checkbox"/> 40,000 - 50,000 <input type="checkbox"/> 60,000+	



# Apprenticeship Manitoba

## LETTER OF REFERENCE

OBTAIN **ONE** LETTER OF REFERENCE FROM A COMMUNITY MEMBER (I.E. EMPLOYER, TEACHER, CO-WORKER, ETC.) OUTLINING HOW YOUR ACCOMPLISHMENTS DEMONSTRATE YOUR ABILITY TO SUCCEED AS AN APPRENTICE.

A TYPEWRITTEN LETTER OF REFERENCE IS PREFERRED. IF NECESSARY, A NEATLY HAND-WRITTEN OR PRINTED REFERENCE LETTER WILL BE ACCEPTED. ANY ADDITIONAL LETTERS WILL NOT BE ACCEPTED.

WHEN THE LETTER OF RECOMMENDATION IS COMPLETE, YOUR REFERENCE SHOULD:

- SIGN THE LETTER OF REFERENCE
- PLACE THE LETTER OF REFERENCE IN A SEALED ENVELOPE
- PLACE SIGNATURE OVER THE SEAL OF THE ENVELOPE
- WRITE THE NAME OF THE APPLICANT ON THE FRONT OF THE ENVELOPE
- RETURN THE SEALED AND SIGNED ENVELOPE TO YOU, THE APPLICANT, FOR SUBMISSION

MY REFERENCE LETTER IS ATTACHED IN A SEALED ENVELOPE WITH THE REFERENCE'S SIGNATURE OVER THE ENVELOPE SEAL AND MY NAME ON THE FRONT:  Y  N

NAME OF REFERENCE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

HOW DID YOU LEARN ABOUT THIS SCHOLARSHIP?

- HIGHEST ACHIEVEMENT AWARD CEREMONY
- APPRENTICESHIP MANITOBA / STAFF
- TEACHER / INSTRUCTOR
- FRIEND / FAMILY

- POSTER / FLYER
- APPRENTICESHIP MANITOBA WEBSITE
- OTHER WEBSITE \_\_\_\_\_
- OTHER (PLEASE SPECIFY) \_\_\_\_\_

## APPLICANT CERTIFICATION AND RELEASE OF INFORMATION

I HAVE READ AND UNDERSTAND THE INSTRUCTIONS AND DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION PROVIDED IN THE APPLICATION IS TRUE.

I AGREE TO AUTHORIZE THE DISCLOSURE OF MY PERSONAL INFORMATION BY THE WINNIPEG FOUNDATION TO THE APPRENTICESHIP MANITOBA ENDOWMENT FUND COMMITTEE (APPRENTICESHIP AND CERTIFICATION BOARD) IN ORDER TO MAKE THE SELECTION FOR THIS AWARD. I ALSO UNDERSTAND THAT IT IS NECESSARY FOR THE APPRENTICESHIP ENDOWMENT FUND COMMITTEE (APPRENTICESHIP AND CERTIFICATION BOARD) TO SHARE INFORMATION WITH APPRENTICESHIP MANITOBA AND ANY OTHER GOVERNEMENT OF MANITOBA DEPARTMENT AS REQUIRED TO VERIFY THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION FORM .

\_\_\_\_\_  
SIGNATURE OF APPLICANT (IN INK)

\_\_\_\_\_  
DATE (IN INK)

**Submit Application to:** Apprenticeship Endowment Fund  
Apprenticeship Manitoba  
1010-401 York Ave.  
Winnipeg, MB R3C 0P8