March 23, 2020

Dear Applicant to the Nakonha:ka Regional Council / Finance & Extension Board Bursary program.

You can apply for three possible funds for studies in post-secondary institutions. Please choose the one that applies to your particular situation. Preference will be given to those registered in Canadian educational institutions. The present application process covers the academic year 2020-2021.

As a result of a bequest made by Dr. Hugh Duncan to the Finance and Extension Board of the Nakonha:ka Regional Council in his Last Will and Testament, some financial assistance for full-time university studies is available by way of **The Hugh Duncan Bursary**.

The Board administers a second fund which provides financial assistance for part-time or full time students at college level or part-time university students, by way of the Institute for Français Évangélique (**Fondation I.F.E. Bursary).**

The third fund is the **St John’s Hall Bursary Fund** which awards bursaries to recipients of the Hugh Duncan bursary or the I.F.E. bursary if they have significantly high travel costs to get to and from their chosen college within Québec.

**Hugh Duncan Bursary:** In accordance with the criteria set out by Dr. Duncan, financial assistance may be offered each year to full-time university students who are members of a United Church Congregation in the Nakonha:ka Region. The amount of the award depends on the number of applicants.

**I.F.E. Bursary:** The Foundation I.F.E. may offer up to $1,000 per person to full- or part‑time university students at college (CEGEP) level or part‑time university students, who are also members of a United Church Congregation in the Region.

**St. John’s Hall Bursary:** The St. John’s Hall Bursary Fund makes available bursaries to commemorate the St. John’s Hall which was used for the education of protestant children in Québec City. The Hall was sold and the funds from the sale are used for bursaries of students who have high travel costs for their studies. Applicants do not apply for this bursary; instead, it is awarded by the Committee to those students awarded a Hugh Duncan bursary or an I.F.E. Bursary. Applicants should note high travel costs within Québec in their application.

To ensure that Bursary recipients meet the conditions of the above two funds, the Hugh Duncan Bursary Committee requires that an applicant submit the following information **by the deadline of Friday June 5, 2020**

* The application form duly completed and signed. This application form is available on the web-site of the Nakonha:ka Regional Council at nakonhakaucc.ca/resources/bursaries and from the office at Lachine.

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* A one page cover letter concisely stating your reasons for undertaking the program of study and future goals and objectives related to your current field of studies.
* A curriculum vitae showing a list of your principal interests and activities and other leadership activities while in school or CEGEP, including awards, offices held, and extra-curricular and athletic participation. The list should cover at least the **last** **three years.**
* Two letters of reference, one of which is academic and one activity related (for example community or church). These to be submitted in envelopes ***sealed and signed by the authors of the letters.***
* Certificate of membership in the United Church of Canada. If you are an unconfirmed member, please have the minister provide information as to your involvement in a United Church congregation.
* In addition, please arrange to have an **OFFICIAL** transcript of your most recent studies sent to the Committee **before the deadline of Friday June 5, 2020**.

Applicants are responsible for ensuring the files received by the Nakonha:ka Regional Council Bursary Committee are complete, including official transcripts.

*Incomplete* dossiers will **not** be considered by the Bursary Committee.

All information submitted in connection with an application is for the sole use of the Bursary Committee and will be treated in the strictest confidence.

Individuals may receive no more than two bursaries from the Bursary Committee.

To be considered all applications must be submitted by June 5, 2020 to:

Bursary Committee

Finance & Extension Board

Nakonha:ka Regional Council

225-50e Avenue, Lachine, Québec, H8T 2T7

The Bursary Committee will inform all applicants of the status of their applications by July 2020. The successful students should forward a proof of registration at the educational institution by the end of September, 2020 (otherwise, they might forfeit the bursary).

Should you have any questions, please contact the Nakonha:ka Regional Council office (514) 634-7015.

The Nakonha:ka Regional Council BURSARY COMMITTEE

Jan Langelier, Chair

Lynn Drew

John Meaker

Monique Moser

Renate Sutherland

Libby Monaco

Dave McCormack