

DMR Memorial Scholarship Guidelines

“Sometime during the summer or fall of 1967, I was privileged to receive a bursary for assistance in my first year of study at the University of Alberta Faculty of Business Administration and Commerce (as it was known in those days). The bursary was granted after application by my mother, she herself being a long-serving member of the City of Edmonton's Assessment Department.

Graduating in 1971 with a Bachelor degree at the peak of the Baby Boomer job-search period, I found employment and after a reasonably successful 40+ year career in Alberta, retired in 2012.

I feel it is part of my responsibility to our community to provide a tangible statement of gratitude to the organization – Edmonton Civic Employees Charitable Assistance Fund – and its members whose generosity provided the initial financial funding for my post-secondary education.”

In Mother's Memory by Anonymous Scholarship Donor
(Scholarship established in 2020)

General Information

- The applicant's parent(s) must be a current contributing, retired, or deceased member of: CEMA, EFFU Local 209, CUPE Local 30, ATU Local 569, Unifor Local 829, IBEW Local 1007, Senior Police Officers Association, UNA Local 196, or AMNUA – Alberta Health Services.
- The applicant's parent(s) must be contributing to ECECAF for twelve (12) consecutive months prior to the application deadline (or until retired or deceased).
- Visit www.ececaf.ca for the most current application form and guidelines. The scholarship will be awarded as a one-time payment of \$5,500 and is subject to change per the most current application form and guidelines.
- Applicants must provide proof of acceptance to a graduate, master's, or doctoral degree program (regardless of age) at an accredited post-secondary educational institution.
OR
Applicants must provide proof of acceptance as a mature student (25 years or older at start of program) at an accredited post-secondary educational institution.
- Applications must be received by May 15 of the same year the applicant wishes to attend September programming by mail (postmarked) or email (sent date). Confirmation of receipt will be sent to the applicant by email.
- Determination of the final scholarship recipient(s) will be made by June 30. Only successful recipient(s) will be notified by July 15.
- The recipient is required to provide proof of paid tuition clearly stating student name, school, term/period by the end of the first month of programming (i.e., September 30). Scholarship funds will be disbursed within the following 30 days.
- Upon recipient and contributing parent(s)'s consent (per initials on the scholarship application form), the successful recipient(s) may be announced on the ECECAF website www.ececaf.ca and shared with the anonymous donor.
- Under CRA rules, scholarships are taxable as income to the recipient, and as such, are subject to federal and provincial taxes. A T4A will be issued to the recipient(s) by February 28 of the next calendar year.

- This scholarship is only available to each successful applicant once. Applicants may reapply for the scholarship if they are unsuccessful.
- The Board has the right to consider extenuating circumstances that do not fall within these parameters on a “without prejudice” basis.

Terms and Conditions

1. Only complete applications accompanied by all supporting documents will be considered. Any missing documents will result in the application being removed from consideration.
2. Scholarships are awarded on a combination of academic merit, volunteerism, and extra-curricular involvement; all of which will require the submission of written verification in an Application Cover Letter as outlined in the Application Checklist.
3. Applications received only as indicated on the first row of the application form will be accepted and be presented to the review panel consisting of, at minimum, three (3) members of the ECECAF Board of Trustees.
4. Scholarships are limited in number, and subject to availability. Even if an applicant meets scholarship criteria, a scholarship may not be awarded.
5. The review panel will decide and bring a recommendation for approval by the board. All decisions made by the Board are final.
6. If a recipient is found to have falsified any portion of their application, the Board may terminate the scholarship and reissue the funds to the next eligible applicant, as determined from the finalist vote. The Board will actively seek repayment of the disbursed funds. The Board may also choose to run the application process again, allowing applicants to reapply.
7. If any selected recipient withdraws, discontinues, or in some other way is no longer able to complete study, notification to the Board is required outlining the situation (through the same mechanism as the application was submitted). Based on the board’s discretion, the Board may terminate the scholarship and reissue the funds to the next eligible applicant, as determined from the finalist vote. The Board will actively seek repayment of the disbursed funds. The Board may also choose to run the application process again, allowing applicants to reapply.
8. Scholarships are not transferable.
9. Within 90 days of completing the Fall term funded by the scholarship, the recipient is required to submit an impact statement including a transcript which will be provided to the ECECAF board of trustees and, upon recipient and contributing parent(s)’s permission (per initials on the scholarship application form), the anonymous donor.

Application Checklist

The following information must be included as the Application Package for the DMR Memorial Scholarship:

- Application Form: Fully complete including:
 - Social Insurance Number as a T4A will be issued to the recipient
 - Employment status of the contributing parent(s): FT for full-time, PT for part-time, Casual, LTD for long-term disability, retired, or deceased
 - Required signatures, and if in agreement, initials where indicated
- Application Cover Letter: Describe academic merit, volunteerism, and/or extra-curricular involvement including supporting reference documentation such as volunteer organization's letter(s) of support.
- Acceptance letter to program or Letter of Enrolment from the post-secondary educational institution. (If already in program, transcript will indicate acceptance.)
- Transcript of most recent academic study completed, clearly stating student name and school
- Government issued photo identification e.g., Driver's License or Passport

Final Steps

- After completing the Application Package, double check for completeness using the Application Checklist.
- Ensure appropriate signatures are included. For mailed applications include originals, and for emailed applications attach scanned PDF originals.
- Submit the Application Package either by mail or email:

Fund Administrator
Edmonton Civic Employees Charitable Assistance Fund
PO Box 389 St Albert AB T8N 7A2

ececaf@gmail.com

- Late applications will not be processed, regardless of the reason for delay.
- If sending the application package by mail, ensure it is postmarked on or before the deadline. Applications received after the deadline that are not postmarked on or before the deadline will be excluded from consideration.