



HOWARD MUTUAL FOUNDATION

HOWARD MUTUAL FOUNDATION (HMF) SCHOLARSHIPS – GUIDELINES

Introduction

HMF Scholarships are awarded each year to students embarking for the first time upon a formal program of post-secondary studies. The Scholarships are made available to local students (in the catchment area for the Howard Mutual Foundation) that have made a positive contribution to the local community through their volunteer work at schools or in recognized clubs or service institutions. Each year, up to three scholarships of \$1,000 will be awarded, and the recipients will be recognized publicly.

Eligibility

Applicants must meet the following eligibility criteria:

- Either: a) Permanently reside anywhere in East Kent (Chatham-Kent Ward 3 that includes Ridgetown, Highgate, Bothwell and Thamesville) and attend any local secondary school, **OR** b) live outside of East Kent and attend Ridgetown District High School (RDHS).
- Be enrolled to enter for the first time in the first-year of a full-time course of study at a recognized Canadian post-secondary college or university.
- Have formally accepted an Offer of Admission to the college or university.
- Be under the age of 25 on September 1 of the year of first term.
- Have accrued at least 30 hours of volunteer work for a school or a recognized community group in the calendar year (January 1–December 31) preceding the application (does not include co-op education or other activities that count towards a school credit, playing on a sports team, providing service to the student's immediate family or that student received financial gain for).
- Exceptions – the following students are not eligible:
 - Relatives of HMF Board of Directors and HMF accounting firm (BDO Canada - Chatham Branch), defined as spouse, child, step-child, first cousin, niece/nephew, grandchild
 - Students who have already been awarded one HMF scholarship
 - Students attending a part-time course of study
 - Students that have previously enrolled in a post-secondary course and are enrolling in a subsequent course (i.e. a second major course or a second college/university program).
 - Students that are already in a post-secondary course of study

Application Process

All applicants must submit both an application form and proof of volunteer hours. Further documentation may be requested in some circumstances (e.g. proof of residency). Volunteer hours may be accrued across multiple organizations, and a separate "Completion of Volunteer Activities" form must be submitted for each organization.

1. Complete the application form including the following information:
 - Applicant Name and Address
 - Proof of residence/address in Ward 3 **OR** proof of attendance at RDHS.
 - Certification that this is a first time, first year course

- Name of College/University attending and Course
 - Information about applicant's volunteer work for their school and/or community
 - Signature of applicant (plus parent/ guardian if applicant under 18 at the date of the application)
2. Provide completed "Completion of Volunteer Activities" form(s) certifying the amount of local volunteer hours in the last year and the nature of the work, signed by the Principal or head of the volunteer organization.
 3. Provide a copy of formal Offer of Admission for the college/university course, and acceptance of the offer.

Selection Process

The selection process for the HMF Scholarships will be as follows:

- An HMF sub-committee of Directors will review applications for completeness and eligibility.
- All eligible applications will be entered into a draw.
- A public draw will be held to select the three award winners, overseen by the HMF accounting firm, BDO Canada - Chatham.
- The person drawing the names will be independent of the selection process and will not have seen the application forms.

Timelines

The HMF Scholarship process will adhere to the following timelines:

- Applications open: March 1 – May 31 (applications must be post-marked or received May 31 or earlier)
- Applications reviewed, and selections made: June 1-30
- Scholarships awarded: July 1-31
- Scholarships paid: by August 31
- Payment will be made upon proof of receipt of payment for the award recipient's first semester studies, as presented to the HMF Treasurer.

Applicant Withdrawal

If the applicant withdraws from the course of study prior to payment of the first semester fees, then the award will be withdrawn. A further draw will take place to determine an alternate award winner following the same format as the initial award.

