

Stepping Out Bursary

Application and Checklist Forms



Overview

Through the *Women Creating Change* project, managed by The Skills Centre in collaboration with the Trail FAIR Society, access to education and training was identified as a critical component to improving economic security for women in our community.

Recognizing the variety of barriers that limit accessibility to education and training, the project's Advisory Committee established the following as one of its primary goals:

To identify and encourage the implementation of ways to make education and training more accessible and affordable to women living at or below the living wage.

Through discussions with employment and education counsellors, the project team identified a gap in the availability of financial assistance for women who are in the early stages of exploring education or training. The aim is to help them “step out” of low income financial dependency at home and/or low wage work. Often these training opportunities are part-time or short-term in nature, and may include earning certificates towards employment or upgrading learning and academic skills in order to be more successful with a future full-time program.

Working with various community partners, the Women Creating Change project team has established the “Stepping Out Bursary.” This initiative will *provide women living at or below the ‘living wage’ an opportunity to improve or increase their education levels and will contribute to increased financial independence.*

Partners and Funders:

The Skills Centre is reaching out to a variety of prospective funders to help establish several bursaries. The first and cornerstone partner is Kootenay Savings Credit Union whose commitment is a \$1,000 bursary per year for five years. Additional funding has come from Katrine Conroy, Congregation of Notre Dame, Beta Sigma Phi, Beta Sigma Phi Omicron Chapter, Spencer Creo Foundation, Construction Maintenance and Allied Workers (CMAW) Local 2300, Columbia Power, Teck and Beaver Valley Lions Club.

Screening Checklist

For use by: Community Agencies and Educational Program Advisors

This document is intended to provide a preliminary screening tool that should be used by stakeholders in identifying potential applicants and by the Skills Centre Employment Counsellors to confirm eligibility.

*If eligible, please contact Karina Allis at The Skills Centre: (250) 368-6360
kallis@communityskillscentre.com)*

Goal of bursary: To provide women an opportunity to improve or increase their employability that will assist in leading to increased financial independence.

- Does the applicant live in the Lower Columbia Region?
- Does the applicant identify as female?
- Is the applicant earning less than a Living Wage (\$18.83/hr x 35 hrs/week = \$659/week)?
- Is the applicant able to commit to an education and/or career plan?

Employment Counsellor Rationale Guidelines

For use by: Skills Centre Employment Counsellors

The Skills Centre counsellor that meets with potential applicants will complete a rationale document that includes a recommendation to the Stepping Out Bursary Committee. The letter will speak to the following questions:

- Is the applicant engaged and able to commit to completing the course?
- Does the applicant have an education and/or career plan?
- Does the applicant have demonstrated barriers to accessing education and is she in need of this bursary?
- Has the applicant completed the application form?

Application Form

Full name: _____

Street Address: _____

Note: Applicants must be residents of the Lower Columbia Region (including Fruitvale, Montrose, Trail, Warfield, Rossland and Areas A and B of the Regional District Kootenay Boundary).

Mailing Address: _____

Telephone (land line and/or cell number): _____

E-Mail Address: _____

What is the best method to contact you? _____

Current Employment Information

1. Employment status (please circle):

Full-time Part-Time Unemployed

2. Employment Benefits Status (please circle):

Receiving Employment Insurance Receiving Income Assistance

3. Employment type: (Clerical, labour, etc.)

4. Hours per week: _____

5. Hourly wage: _____

Past Employment and Education Information

Previous work history:

Highest level of education completed:

Additional courses:

Request – maximum \$1000.00

Planned training/course(s) (name, date, institution):

How will the money be used? Please provide dollar amounts. (*Tuition, childcare, supplies, etc*)

When do you need these funds by?

How will this course increase employability?

Other

Is there anything else you wish to add?