

## SAMUEL W. STEDMAN FOUNDATION BURSARY PROGRAMME

[For Mature Applicants in Financial Need]

[A Mature Applicant is a person who is not presently a student of a secondary school, college or university and has not been a student within the last 24 months.]



**Samuel W. Stedman**

1881 - 1965

Samuel Stedman was a Brantford businessman who, with his brothers, founded the Stedman chain of variety stores which operated across Canada. Although he always remained active with Stedman Bros. Limited, he continued to live in Brantford and managed Stedman's Bookstore Ltd. Before his death, he established a charitable foundation, the Samuel W. Stedman Foundation. Some of the revenue from the Foundation is used to fund a bursary programme, the aim of which is to help and encourage young people to obtain the education and skills necessary to become contributing members of Canadian society. Since the people of Brantford had supported him as a young man and given him an opportunity to succeed, he wished, in his turn, to help young people from the city of Brantford or the County of Brant with a Bursary for those students who would continue their undergraduate studies at a college or university in the province of Ontario.

**To be eligible to apply you must have attended a Secondary School in Brantford or Brant County and be enrolled full-time in an eligible post secondary school.**

BOX 751

BRANTFORD, ONTARIO

N3T 5R7

<http://www.stedmanfoundation.ca>

A limited number of bursaries will be granted to Applicants of merit from the City of Brantford or the County of Brant who wish to further their studies in the Province of Ontario. These bursaries are open to mature individuals residing in Brantford or the County of Brant. These bursaries will **ONLY** be granted to those Applicants who will attend, fulltime, a recognized college or university situated in the province of **Ontario**. The Foundation funds bursaries for undergraduate degrees and diploma programmes only up to a maximum of four (4) years, those entering/attending Graduate School would not be able to obtain a bursary for these studies.

Final decision on awards will be made by the Directors of the Samuel W. Stedman Foundation. The total number of awards will be determined annually by the Directors of the Foundation.

Section A of this application form **MUST** be completed by the Applicant and Section B **MUST** be completed by the Applicant and a current or previous employer, recent teacher, professional person or respected member of the community who has known the student for several years.

**ONLY THOSE APPLICATIONS RECEIVED OR POSTMARKED BY APRIL 30TH  
WILL BE CONSIDERED  
APPLICATIONS MUST BE COMPLETED IN FULL.  
APPLICATIONS NOT COMPLETED IN FULL WILL NOT BE CONSIDERED**

**NOTE:**

**In order for the Stedman Foundation to better assess your prospects for success in your post secondary courses, a copy of transcript(s) from any secondary school or post secondary institution which you have attended is required.**

**It is a requirement for consideration of a bursary, that a transcript is provided or the reason why the applicant is unable to provide a transcript by June 1.**

**APPLICATION FORMS AND TRANSCRIPTS ARE ONLY ACCEPTED BY MAIL AT THE P.O BOX SHOWN BELOW**

**Samuel W. Stedman Foundation**  
P.O. Box 751  
Brantford, Ontario  
N3T 5R7

All candidates will be advised by letter not later than August 1st. The Foundation reserves the right to reduce or cancel any Award. Success or failure to obtain a bursary does not restrict a student from applying for a bursary in subsequent years. Funds are sent directly to the successful candidate's educational institution. Application forms for subsequent years may be obtained by writing to the above address or by visiting the Foundation web site: <http://www.stedmanfoundation.ca>

**THIS PAGE SHOULD BE RETAINED BY THE STUDENT**

Information provided by all parties who have completed this form will be held in strictest confidence by the Foundation, will not be shared with any other party and will be used for the sole purpose of assisting the Foundation Bursary Committee to allocate funds to applicants.

**SECTION "A"**

1. Name ..... Date of Birth ..... Cellphone #.....

2. Home Address..... Email.....

City..... Postal Code.....

3. Marital Status ..... Dependents (no. & ages) .....

4. Final Grade Completed in Secondary School..... Name of School ..... Date Completed.....

Final Year Completed in Post Secondary .... Name of School ..... Date Completed.....

5. Previous Work Experience

Use additional page if necessary

7. Post Secondary Institution where the Applicant plans to enrol.....

School Address with postal code .....

8. Course..... Length of course .....

Academic Year in which student plans to enrol: First..... Second..... Third ..... Fourth.....

9. Career which student wishes to pursue.....

10. Applicant's estimate of total expenses for the coming academic year:

Tuition ..... Books and supplies ..... Student fees .....

Living expense .....

TOTAL: .....

Will you be living on campus..... living off campus ..... commuting more than 30km ..... Living at home

11. How does the Applicant propose to finance his/her education for the current year?

Are you planning to apply for OSAP      yes .....no

If no, explain why .....

If yes use the OSAP ESTIMATOR to calculate {this must be completed}      Grant \$      Loan \$

Bursary, scholarships for which applicant may qualify..... \$ .....

Government assistance..... \$ .....

Personal savings to date..... \$ .....

Assistance from spouse, family, friends..... \$ .....

Employment..... \$ .....

Bank loan..... \$ .....

Other..... \$ .....

TOTAL.....

12 Applicant's total income for the previous year (line 15000 from your tax form) .....

13. Is Applicant currently employed?      If so, occupation and employer.....

14. Personal effort made by Applicant to earn money for educational and living expense.

Please give details

I declare that to the best of my knowledge the information given is true in all respects:  
**By submitting this application, you give consent for the Stedman Foundation to contact your Guidance Department directly to verify the information submitted or to request transcripts.**

If you require additional space for any section you may attach an additional page.

Signature of Applicant..... Date .....

The application must be printed, signed and mailed to the Foundation. **Digital signatures are not accepted.**

# SECTION "B"

In order for the Foundation Bursary Committee to better assess your prospects for success in your post secondary courses, a copy of transcript(s) (official or unofficial) from any secondary school or post secondary institution which you have attended would be appreciated.

It is a requirement for consideration of a bursary, that a transcript is provided or the reason why the applicant is unable to provide a transcript by June 1.

Please advise why you are unable to provide transcript(s) if you are unable to do so:

Statement by applicant outlining why he/she feels a bursary is warranted.

For example: in what way will a college or university education help the applicant to contribute to the community, will it enable the applicant to have a life-long independent career? For how long has this been a goal?

Use an additional page if necessary

Signature of Applicant .....Date.....

Reference by a current or previous employer, recent teacher, professional person or respected member of the community who has known the student for several years.

Use an additional page if necessary

To the best of your knowledge, is the information given correct? Yes ..... No .....

Name of Referent (please print) ..... Signature of Referent .....

Email of Referent..... Telephone No. ....

Address of Referent

**TO BE MAILED NOT LATER THAN APRIL 30TH TO:**

Samuel W. Stedman Foundation  
P.O. Box 751  
Brantford, Ontario N3T 5R7

If you are mailing this paperwork within 5 days of the deadline then you must go to a postal outlet to mail it in order to ensure that it will be postmarked on time. Many Shoppers Drug Marts have postal outlets.

**Please check that all required signatures are complete.**

# Samuel W. Stedman Foundation

## Privacy Policy - Protection of Personal Information

### Policy Statement

The Samuel W. Stedman Foundation, hereafter The Foundation, will strive to ensure that the personal information it manages in the conduct of its business is protected.

### Purpose

To protect personal information, and assure individuals of this protection, this policy establishes procedures enabling The Foundation to comply with the federal *Personal Information Protection and Electronic Documents Act* (PIPEDA).

### Scope (to whom does this apply) – Bursary Applications

This policy addresses the protection of personal information of current and former Bursary Applicants, School Guidance Staff/Teacher and parents/guardians whose personal information is collected.

### Scope (to whom does this apply) – Registered Charities requesting funds

This policy addresses the protection of personal information provided by those charitable organizations who apply for funding. The Foundation retains the right to make public a list of names of charitable organizations to which it has granted funds.

### Policy Details, Interpretation & Administration

The Foundation collects and uses Personal Information (such as name, address, telephone number, academic transcripts, household income, recommendations ) for the following purposes:

- for the purpose of assisting the Foundation Bursary committee to allocate Bursary funds to applicants.
- for the purpose of assisting the Teacher or Guidance Counsellor under Section B of the Application to provide the student recommendation.

Except when otherwise permitted by law, The Foundation will only use an Applicant's Personal Information for the purposes identified to that Applicant. When Personal Information is to be used for a purpose not identified, The Foundation will take all reasonable steps to ensure that the Applicant is made aware of the new purpose.

This policy establishes procedures that reflect the principles in PIPEDA. In summary, the principles are:

1. Accountability
  - a. The Foundation's President is responsible for compliance with PIPEDA.
2. Identifying Purposes
  - a. Inform individuals about the purpose of collecting personal information
3. Consent
  - a. Obtain individuals' consent to collect, use and disclose personal information
4. Limiting Collection
  - a. Collect only the required personal information, in accordance with consent obtained
5. Limiting Use, Disclosure and Retention
  - a. Use and disclose personal information in accordance with consent obtained, and retain it for the appropriate period of time
6. Accuracy
  - a. Update personal information as required
7. Safeguards
  - a. Protect the personal information from loss or unauthorized access
8. Openness
  - a. Maintain open communication about this policy and procedures
9. Individual Access
  - a. Make personal information reasonably accessible to individuals
10. Challenging Compliance
  - a. Facilitate inquiries and complaints of individuals

Several provincial statutes have also been deemed substantially similar to PIPEDA. Under paragraph 26(2)(b) of PIPEDA, the Governor in Council can exempt an organization, a class of organizations, an activity or a class of activities from the application of PIPEDA with respect to the collection, use or disclosure of personal information that occurs within a province that has passed legislation deemed to be substantially similar to the PIPEDA. For more information, please visit the website for the [Office of the Privacy Commissioner of Canada](https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/r_o_p/provincial-legislation-deemed-substantially-similar-to-pipeda/). [

[https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/r\\_o\\_p/provincial-legislation-deemed-substantially-similar-to-pipeda/](https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/r_o_p/provincial-legislation-deemed-substantially-similar-to-pipeda/) ]

## **PERSONAL INFORMATION – MANAGEMENT:**

*General:* When an applicant requires further information about this procedure, they should speak to the designated contact.

*Purposes and Consent:* When personal information is to be collected, The Foundation must, at or before the time of collection, identify to the individual the reasons for collection, use, and

disclosure of the personal information, and obtain their consent. This may be done by whatever means is suitable in the circumstances, and can be accomplished by a paper form, website, email, telephone, or other means. In all cases, a record should be kept of the consent received.

*Retention Period:* If, at the end of the indicated retention period, the personal information is the subject of an inquiry or complaint, or it has been recently used to make a decision about an

individual, then the retention period should be extended by a reasonable amount of time.

*Disclosure:* Prior to disclosing personal information, The Foundation will refer to the intended use of the information indicated in this procedure. The Foundation must ensure that any disclosure is in keeping with the intended use.

*Third Parties:* When personal information is to be received from, or provided to, a third party, The Foundation will confirm by contract, letter, or other means, that the principles of the PIPEDA have been/will be followed.

*New Purpose:* When any Foundation process or initiative would require using or disclosing personal information for a new purpose not identified at the time of collection, The Foundation will seek consent from the individuals involved. This may be done by whatever means is suitable in the circumstances, and can be accomplished by telephone, email, mail, or other means. In all cases, a record should be kept of the consent received. (Note: consent is not required if the new purpose is required by law)

### **Personal Information – Inquiries and Complaints:**

When The Foundation receives an inquiry or complaint about personal information, or The Foundation's compliance with PIPEDA, they shall provide the individual with a Personal

Information Request Form. The form is available for printing from The Foundation's website, or staff can mail it to the individual. They shall also inform the individual that they should return

the completed form by mail to The Foundation to the attention of the designated contact. There is no charge for an individual to access their personal information.

When the completed form arrives, the designated contact will, depending on the nature of the inquiry or complaint, investigate and respond, or delegate this task. In any case, the investigation and response should be completed in a reasonable period of time, and no more than the 30-day time limit specified in PIPEDA.

When the inquiry or complaint involves an amendment to personal information, the staff member responding will verify as required, prior to making the change. If The Foundation does not agree to the requested amendment, then staff will attach a statement of disagreement to the record.

When the amendment has been made, or the statement of disagreement attached, staff will then notify third parties, if applicable.

## **Responsibility**

The Foundation President is responsible for compliance with PIPEDA. The designated contact for privacy matters is the Director of Corporate Services, who may be contacted at:

Cheryl Potter  
Samuel Stedman Foundation  
P.O. Box 751  
Brantford, ON,  
N3T 5R7



**Consent:**

By signing the following, the Bursary Applicant agrees to the collection of the information on the Samuel W. Stedman Bursary Application form and to the terms of the Privacy Policy.

Applicant Signature \_\_\_\_\_ Date.....

Please retain one copy of this agreement for your records and attach one signed agreement with your

## **Stedman Foundation Bursary Application Checklist**

- I have read the application document completely (all sides)
- I have completed ALL parts of the application including Section A Questionnaire with both student and parent/guardian signature
- I have submitted my application by April 30<sup>th</sup>
- I have signed and submitted the Privacy Agreement
- My academic reference is from the CURRENT secondary school/university/college where I am attending and this entire Section B has been completed and signed by that individual. For Mature Students, the reference section will be completed by a person known to the applicant other than a person related to the applicant.
- I have attached my latest official transcript (accessed online) or an explanation of the reason for failure to submit it
- I have mailed my application to The Samuel W. Stedman Foundation, P.O. Box 751, Brantford, ON N3T 5R7

**YOUR APPLICATION WILL NOT BE CONSIDERED IF YOU ARE UNABLE TO MARK OFF ALL ITEMS ON THE CHECKLIST**