

Guidelines: Women's Institute Bursary

About the bursary

The BC Women's Institute (BCWI) was instrumental in establishing the Queen Alexandra Solarium in 1927, and has maintained a close relationship with the organization, now called Children's Health Foundation of Vancouver Island.

The Women's Institute's assistance to children with health challenges and disabilities through Children's Health Foundation has taken many forms. Their bursary program and generous donations continue the BCWI tradition of caring for children to ensure their healthy development.

The Children's Health Foundation of Vancouver Island Women's Institute Bursary is funded by an annual donation from the BCWI. The interest on the donation is available as a bursary (up to \$2,000 per year) to Queen Alexandra Centre for Children staff members who provide services to children and who are advancing their knowledge in the care of children through continuing education. Bursaries are awarded every April in support of tuition fees or text books.

Applications for the bursary are reviewed by a selection committee comprised of:

- two appointees from a local BC Women's Institute branch;
- an Island Health representative who provides services to the Child, Youth and Family Health portfolio;
- a Children's Health Foundation of Vancouver Island representative.

Applications and supporting documents for the bursary must be received no later than March 31.

How to apply:

1. Ensure that you meet the eligibility requirements

- Successful applicants must be staff members who provide services to children at one of the Queen Alexandra Centre buildings (Pearkes, Fisher, Ledger House, Queen Alexandra).
- Successful applicants must be pursuing a course of study related to pediatrics or family care.
- Priority for bursary funding will be given to those who have not received the Children's Health Foundation Women's Institute Bursary in the past.
- Courses or training that will be completed before the end of April are not eligible for funding.
- The bursary is not available for day workshops, day seminars, or conferences of any length.

2. Gather information and supporting documents

For privacy reasons, the online application system does not have the ability to store information. Applications need to be completed in full at one time. **You will not be able to save and come back to your application.** Closing the online application prior to submitting will result in loss of data so it is recommended that all necessary information and documents be gathered and accessible prior to starting an application.

The following information will be needed to complete an application:

General applicant information

- Name and contact information

Employment information

- Your employment status at QACCH
- Program, department, and job title at QACCH

Course information

- Course title, start and end dates
- Costs related to the course
- Course brochure and/or description (***you will need to upload this info**)
- Proof of acceptance/registration (***you will need to upload this info**)

Personal statement*

Applicants **must upload** a 500-to-1000-word statement reflecting on personal and professional goals as related to the course of study they are undertaking.

Education and volunteer history

- List courses/workshops you have taken recently that are related to pediatric healthcare, and indicate the funding source.
 - example format: 2017 Mental health workshop - funded by Island Health
- List community volunteer activities and/or committee board memberships and years of service.
 - example format: 2019-2021 Board Chair for Boys and Girls Club

Reference

- Provide name, phone number and email for supervisor
- Reference must be from your supervisor, director, or administrator

All documents marked with an * will need to be uploaded with your application. Uploaded documents must be in one of the following formats: .pdf, .doc, .jpg

A summary of application questions can be found at the end of this document.

3. Complete online application.

Go to <https://islandkidsfirst.com/womens-institute-bursary/> and click on the 'apply' button under **step 2**

Please remember that you cannot save the application. Closing the application prior to submitting will result in a loss of data.

4. Submit Endorsement Form

Go to <https://islandkidsfirst.com/womens-institute-bursary/> and download the Endorsement form found under **step 3**. Your **supervisor, director, or administrator** must complete the Endorsement Form and email it to bursaries@islandkidsfirst.com, by March 31 with the subject line: Women's Institute Bursary.

Application process

February	Applications open
March 31	Deadline to receive all online applications and supporting documents. You will receive a confirmation email when we have received all your supporting documentation and your application is considered complete.
By the end of April	All applicants will be contacted via email regarding the outcome of their application.

Who should I contact for help?

Shelley Engelhardt, Director of Development

250-940-4950 ext 120 | bursaries@islandkidsfirst.com

A summary of application questions is provided to help you prepare.

General applicant information

Full name, birth date, email address, phone number, full postal address.

Employment information

Statement of employment at QACCH including job title, program, and department.

Course information

Course title, start and end dates.

Costs related to course

- Tuition
- Textbooks
- Other expense, (amount and expense description)
- Total expense (*automatically calculates*)

Course brochure and/or description (***you will need to upload this info**)

Proof of acceptance/registration (***you will need to upload this info**)

Personal statement*

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List community volunteer activities and/or committee board memberships and years of service.

- example format: 2019-2021 Board Chair for Boys and Girls Club

Reference

Supervisor contact information.

Referee full name and at least one of the following:

- Referee phone number
- Referee email address

You are responsible for ensuring your supervisor submits their completed and signed endorsement form directly to the Foundation. Endorsement form found at <https://islandkidsfirst.com/womens-institute-bursary/>