



## Employability Grant Guidelines for Application

Business & Professional Women of Greater Moncton, Inc. awards grants to women who wish to increase the number of job opportunities available to them as well as their earning potential. This grant has been established to assist women who face financial and various other barriers to employment. Previous applicants have used funds granted to assist with child care costs while attending training, purchase appropriate work wear, or to assist with moving expenses. Requests of up to \$1,000.00 will be considered.

### **GRANT CRITERIA:**

- MUST demonstrated financial need
- MUST be a legal resident of South Eastern New Brunswick
- Money awarded must be paid directly to the service provider on behalf of the grant recipient (Example: Daycare provider, retailer, etc.)
- Award must be disbursed within 90 days of notice of award, unless otherwise agreed.
- Applications MUST include two letters of reference by non-related parties (teacher, community leader, employer, etc.)
- Applications MUST include a personal letter describing future plans and career goals. The personal letter should also include information outlining your financial status and other challenges, if applicable. **In your letter, please specifically describe how you will use the funds from the employability grant to improve your chances for employment. Please clearly state the amount you are requesting. Letter must exceed 500 words.**

### **INSTRUCTIONS:**

- Your application must be e-mailed to the address below.
- Applications for the grant will be considered at any time throughout the year as long as funds are available.
- Applicants will be contacted two months of time of submission. Fill in all of the sections below.
- Failure to provide any of the information below or enclose the necessary documents on or before the deadline will void your application

### **SUBMISSIONS:**

#### **Forward completed application to:**

Ashley Robichaud  
Bursary Committee Chair  
Business & Professional Women of Greater Moncton, Inc.  
**Email:** [bpwbursaries@monctonbpw.com](mailto:bpwbursaries@monctonbpw.com)

**Subject line must read: “2017 Employability Grant – Name of Applicant”**



**Current Annual Income:**

Please list current income from all sources, for example Child Support, EI, Disability Benefits, etc.

Employment income	
Employment Insurance	
Spousal support	
Child support	
Disability benefits	
Other	

**CHECKLIST:**

I have enclosed the following:

- Completed application and résumé (if applicable) or equivalent showing your work, and education
- Personal Letter (as described above)
- Two (2) letters of reference by non-related parties (teacher, community leader, employer, etc.)

**\* Note that references may be contacted to verify information provided.**

**Please attach additional information if required.**

**Proof of income will be required if selected.**

**Privacy of personal information:**

Business & Professional Women of Greater Moncton, Inc. is committed to safeguarding the personal information entrusted to us by Employability Grant applicants. The information provided will be used only for the purposes of evaluating and selecting appropriate recipients of the Employability Grant. After the selection process, all applications and accompanying information will be destroyed.