



Business & Professional Women of
 Greater Moncton, Inc.
 P.O. Box 29162, Moncton, NB E1G 4R3

Employability Grant 2016
Guidelines for Application – Due by April 29, 2016

Business & Professional Women of Greater Moncton, Inc. awards grants to women who wish to improve their job opportunities and increase earning potential. This grant has been established to help 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, moving closer to workplace, or have dental work completed. Requests of up to \$1000.00 will be considered.

Grant Criteria:

- Demonstrated financial need
- Legal resident of New Brunswick
- Money awarded will be *paid directly* to the service provider on behalf of the grant recipient
 - Example Daycare, Dentist, Retailer etc...
- Award must be disbursed within 90 days of notice of award unless otherwise agreed

In addition to the information below, you should include a **Personal Letter** describing your 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 these funds, how the employability grant will improve your chances for employment, and the amount you are requesting.

Personal Information – please print

Name: _____
 Street Address: _____
 City: _____
 Postal Code: _____
 Telephone (home): _____ (Other): _____
 Email address (if applicable) _____

Education:

School(s) attended and dates	Courses completed

Amount requested \$ _____

Work Experience (including Part-time) if any: (Or attach résumé)

Employer(s) (name of business, if applicable) Dates Duties

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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	

INSTRUCTIONS & CHECKLIST Your application must be received by email by **April 29, 2016**.

I have enclosed the following:

- Completed application & résumé (if applicable) or equivalent showing your work, & education
- Personal Letter (as described above)
- 2 Reference letters – not family (Ex. teacher, community leader, employer, etc.)
* **Note that references may be contacted to verify information provided.**
- Failure to provide any of the above information and enclose the following documents on or before the deadline may void your application – please use the check list below.

Please attach additional information if required.

Proof of income may 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.

Forward completed application by mail to:

Guylaine Roy
Guylaine.Roy@ca.gt.com
Bursary Committee Co-Chair
Business & Professional Women of Greater Moncton, Inc.