



## 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 childcare 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 demonstrate 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 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 not 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 while funds are available
- Applicants will be contacted within two months from the time of submission • Ensure that you fill in all 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:

Annick Duguay

Bursary Committee Chair

Business & Professional Women of Greater Moncton, Inc.

**Email:** [bpwbursaries@gmail.com](mailto:bpwbursaries@gmail.com)




**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.