



## BURSARY PROGRAM APPLICATION FORM

In 2001, Amnesty International Canada established a bursaries fund to support members wishing to enrol in programs or to design their own educational projects related to human rights or human rights activism. The Bursary Program acknowledges the existence of such programs in Canada and abroad, and the benefits of supplementing current knowledge with experience and further education in human rights. The purpose of the Bursary Program is to fund programs and projects which will enable Amnesty International Canada members to gain new skills and knowledge with which they may become more effective activists within the organization, and which they could not otherwise afford due to high program costs.

To qualify for an Amnesty International Canada bursary, an applicant must be a member or activist with Amnesty International Canada, and must demonstrate a genuine interest in human rights, a willingness to learn, and a commitment to apply the knowledge and skills they gain from their project or program to the work of Amnesty International Canada. While we are unable to fund general university studies, we will consider providing bursaries for specific university courses which are directly related to human rights. Those who have received or applied for bursaries in the past are welcome to reapply, though preference may be given to those who have not previously received Amnesty International Canada bursaries.

While there is no maximum amount that applicant's may request from the Bursary Fund, applicants should be aware that the fund is intended to cover program costs such as enrolment fees and material. In limited cases, travel and accommodation costs may be covered by the Bursary Program. In addition, applicants are encouraged to demonstrate that they have sought other sources of funding where the total cost exceeds \$1,500.

Amnesty International Canada's Bursary Program is administered by a committee of experienced Amnesty International volunteers and staff. Each application will be considered according to demonstrated need and applicability of the project or program to the work of Amnesty International Canada. Bursaries will be awarded four times a year. Please see the criteria and application deadlines on the next page.

**QUESTIONS?** If you have questions about the Bursary Program, please contact Bonnie Harnden by email at [bharnden@amnesty.ca](mailto:bharnden@amnesty.ca), or by phone at 613-744-7667 ext. 263.

Thank you for your interest in our program, and good luck.

*Bursary Committee  
Amnesty International Canada*

*Updated April 2005*

## **HOW TO APPLY:**

1. Complete the attached Bursary Program Application Form.
2. Attach two letters of reference.
3. Include any other documentation, such as a course outline, quotes for estimated costs, etc., that you think will be helpful to the Bursary Committee.
4. Mail all documentation to:

**Bursary Program  
Amnesty International Canada  
312 Laurier Avenue East  
Ottawa, ON K1N 1H9**

In specific circumstances, the Bursary Committee will consider requests from applicants who wish to supplement or replace their written application with a phone interview.

## **DEADLINES FOR APPLICATIONS:**

Applications will be considered four times each year. Deadlines for completed applications to be received at the national office are: January 1, April 1, July 1, and October 1. All applications received by each deadline will be considered together. Applications for programs which have begun after the application deadline may receive retroactive funding if the applicant is able to demonstrate why they continue to require a bursary.

The Bursary Committee will meet and decide on the allocation of funding approximately two to three weeks after the deadline, and will inform applicants of their decision by letter and/or email.

## **CRITERIA USED TO ASSESS APPLICATIONS:**

1. Length of time involved in some form of human rights activism.
2. Involvement as a member and/or activist with Amnesty International Canadian Section (English Speaking).
3. Demonstrated personal commitment to human rights work.
4. Personal goals and plans as a human rights activist.
5. Applicability of the proposed program, project, or course to the applicant's goals as a human rights activist, and to the applicant's involvement in Amnesty International Canada.
6. Financial need and, where total costs exceed \$1,500, efforts to secure additional funding from other sources.

## **AGREEMENT:**

1. Each bursary recipient agrees to use the bursary funds as stated in their application.
2. Each bursary recipient agrees to submit a brief follow-up report within two months of the end of their course or program, describing the course and its impact on the applicant's interest in human rights and their human rights activism.
3. Each bursary recipient agrees to allow Amnesty International Canada to list their name and projects in promotional materials for the Bursary Fund where appropriate.

*Updated April 2005*



## Amnesty International Canada Bursary Program Application Form

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### **(1) PERSONAL INFORMATION** *[Please print carefully]:*

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

How did you find out about Amnesty Canada's Bursary Program? \_\_\_\_\_

\_\_\_\_\_

### **(2) BACKGROUND AS A HUMAN RIGHTS ACTIVIST**

2.a. How long have you been directly involved in some form of human rights activism - for example, as an Amnesty network or group member, with another organization or group, or through Internet activism? Years/months: \_\_\_\_\_.

2.b. How long have you been involved with Amnesty International Canadian Section (English Speaking)? Years/months: \_\_\_\_\_.

2.c. Please give a brief history of your human rights activism, as applicable. Include information such as: the key activities in which you have been personally involved, approximate dates, and the names of groups and organizations with which you have worked or whose work you have supported. [If you already have a resume which summarizes this information, feel free to enclose it and move on to the next question.]

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**(3) EDUCATION RECORD** *[Complete this section where relevant.]*

3.a. If you are currently a student, at what level are you studying?

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3.b. Year(s) of high school completed. \_\_\_\_\_

3.c. Year(s) of college or university completed. \_\_\_\_\_

3.d. Have you been awarded an Amnesty Canada bursary in the past? If so, when did you receive the bursary?

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3.e. List other courses and programs you are taking or have completed, not included in 3a-3c.

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**(4) PROGRAM, COURSE, or PROPOSED PROJECT**

*Describe the program, course, or proposed project for which you are applying for funding assistance. Feel free to include any appropriate supplementary materials.*

4.a What is the name of the organization or institution offering the program or course? If this is a self-directed project, please describe the related organizations or programs you plan to work with.

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4.b. Where and when does the program, course, or proposed project take place?

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4.c. If you are applying for a bursary for a course that is already underway or has been completed, please provide the reason why you did not apply for a bursary earlier, and why you still require a bursary.

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4.d. Does the program end in the granting of a degree or certificate or lead towards a degree or certificate? If so, name the degree or certificate.

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4.e. Briefly summarize your program's content and objectives:

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## (5) FINANCIAL INFORMATION

Please complete the relevant items in this Budget Form. Add any information you think is relevant. Please list all costs in Canadian dollars.

<b>- Bursary Application Budget Form -</b>	
<b>Background information for each itemized cost</b>	<b>Itemized costs</b> (in <u>Canadian</u> dollars)
Registration for program or course:	
Travel:	
Accommodation:	
Other (please specify):	
<b>Total cost</b>	
<p>The portion of the total cost stated as that you are prepared to or able to cover (from yourself and/or other sources).</p> <p>Personal and/or family contribution: _____</p> <p>Local service club: _____</p> <p>School bursary: _____</p> <p>Other (please specify): _____</p>	
<b>The portion of costs that you are applying for from Amnesty International Canada.</b>	
<p>Please briefly explain why, from a financial perspective, you are requesting these funds - for example, this could be a matter of personal financial circumstances, unusually high travel costs, etc.</p>	
<p>Please briefly describe your efforts to secure funding from external sources.</p>	



## **(6) REFERENCES**

Please include with your application two reference letters from individuals who have known you for at least one year and are familiar with your interest and involvement in human rights. The letters must include the names, mailing addresses and phone numbers of the references.

References should describe how long and under what circumstances they have known you; their assessment of your interest in human rights or human rights activism; and their assessment of your ability to benefit from the course or program that you plan to take.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_