

# Keegan HELP Fund Application

When completed, send to:  
**HELPAapplication@cjhs.ca**

For more information:  
Visit [www.cjhs.ca](http://www.cjhs.ca) or call 403-266-4566.

The Keegan HELP Fund provides a bursary of up to \$500 per calendar year for a variety of positive activities for youth who are connected to Calgary-based agencies and organizations (e.g. school, sports, probation, charity, counselling, etc.). Successful applicants can use the funding for things like:

- Courses and classes
- Tutoring
- Camps
- Sports and recreation opportunities
- Employment readiness
- Identification e.g. Drivers' License, Passport etc.

## GUIDELINES

*Please read carefully before filling out the application, and write legibly if filling out the form by hand. Incomplete answers may result in delays in processing the application.*

- Youth will submit an application form that identifies the opportunity they wish to pursue and how this opportunity will advance their education and learning.
- Each applicant can receive a bursary of up to \$500 per calendar year. Applicants may apply more than once per year but will not be approved for more than \$500 per calendar year.
- Applicants will be asked to identify other sources of funding going towards their opportunity.
- Priority will be given to applicants who have not been previously approved.
- Up to 50 per cent of the HELP Fund will be prioritized for Indigenous youth.
- Applicants may reapply at a later date if an application is not successful.
- Applicants will need to demonstrate that they have been associated with an agency or organization for a minimum of three months prior to application.
- Applicants will identify their staff supporter to assist them in the pursuit of their goal(s). The staff supporter should provide ongoing support during the application process and may be contacted for further information.
- Applications will be reviewed by the Keegan HELP Working Group on an ongoing basis.
- All applicants will be informed of the result of their application or be asked to provide additional information within two (2) weeks of the application deadline. (Please allow 2-3 weeks for cheque processing.)
- Successful applicants will be asked to provide a verbal or written report to the Keegan HELP Working Group within 60 days of the bursary being used.
- CJHS's Communications Advisor may contact you for social media and/or storytelling opportunities.

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## APPLICANT INFORMATION

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

## CONTACT INFORMATION *(if different from above)*

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

Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

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

## SUPPORT STAFF

Name of Support Staff: \_\_\_\_\_

Agency of Support Staff: \_\_\_\_\_

Program of Support Staff: \_\_\_\_\_

## SUPPORT STAFF *(continued)*

Email:

Phone Number:

How many months has this youth been involved with your program?

Does applicant have First Nations /Metis/Treaty Status?      Yes      No      Not applicable

Band Office Name:

*Please note: This information is for administration purposes only and will NOT affect the application.*

## FUNDING REQUEST

This application is for (check all that apply):

Courses/classes

Sports/recreation

Tutoring

Employment-readiness

Camp

Identification

Describe the activity for which funding is requested *(attach a copy of brochure or course description if available):*

How do you think you will benefit from participating in this activity? *(Please be as detailed as possible.)*

*(To be completed by support staff)* How do you think the applicant will benefit from participating in this activity?

## FUNDING REQUEST *(continued)*

Start date of activity:

End date of activity:

Cost of activity:

Amount you are applying for:

*Maximum \$500.00*

By what date is the funding required:

If there is a deadline from the organization offering the activity, what is it?

## OTHER FUNDING SOURCES

List any other funding sources that have been explored prior to applying for the Keegan HELP Fund for this activity.

## REQUIREMENTS IF APPROVED

If your application is successful, you will be asked to provide a receipt in order to receive payment. There are two ways to receive the payment:

1. Pay for the activity first. Provide the receipt to the Calgary John Howard Society (CJHS). A cheque for the amount of the activity will be processed. We cannot give a cheque for an activity that's already been paid for unless CJHS receives a receipt.
2. Provide CJHS with the contact information of the organization/business offering the activity ahead of time. When it's time to register or pay, CJHS will pay the bursary amount directly to the organization/business at that time.
3. The Keegan HELP Fund Working Group will follow up with successful applicants within 60 days to provide a verbal or written report about how the bursary was used and how it impacted their lives. **Are you willing to provide a report if asked?**      Yes      No

*Applicant Signature*

*Support Staff Signature*