



CNPA Quebec, Luc Grenier Trade Bursary

Terms and Conditions:

Purpose of the Luc Grenier Québec Trade Bursary :

To assist financially in the educational pursuit and career development of the families of CNPA contributing members residing in the Province of Québec.

Objective :

One \$1,500 trade bursary to be awarded to students registered in a Québec recognized School to have a trade, commencing with the fall 2019 school year.

Funding :

This bursary is subject to approval on a yearly basis at the Annual General Meeting of the Executives of the Québec Region.

Eligibility:

Children, Grandchildren, Great Grandchildren (includes legally adopted and step children) of supporting members of the CN Pensioners' Association who are in good standing for at least one year prior to date of bursary application and residing in the Province of Québec at the time of the application.

Definition of supporting members as per Article V Membership item 5.02(e) of the Constitution and Bylaws of the National Council of CNPA.

APPLICATION REQUIREMENTS AND INSTRUCTIONS

1. Please complete Application Form in typed format. **Note: in order to complete it online, you must download the form, fill it in and then save onto your computer to be sent along by email with other required documents.**
2. Current Application Form must be used.
3. Application must be signed otherwise it will be rejected. Electronic signature will be accepted.
4. Attach the following documents in **PDF format**:
 - a. Transcript of Marks
 - b. Typed Resume – maximum 2 pages (**see Sample Resume which follows**)
 - c. Proof of registration at a CEGEP or a trade School (**Not** a letter of acceptance)



5. All required documentation including the application must be attached to one email in order to be eligible. Sending documents in separate or multiple emails will result in your application being disqualified.
6. Email application is to be sent to arcn.provincial@gmail.com Applicant must show “Trade Bursary Application and Student Name” on the Subject line.
7. Application form must be completed in full and submitted by the actual person applying. Form must be completed in typed print (including complete address, city, postal code, phone, email, etc.) in a PDF format as one complete file.
8. When completing the “Pensioner” box, use the name of the Pensioner who is still living. For instance, if your grandfather was a CN Pensioner but is now deceased, and your grandmother is receiving his CN Pension, then you would show her name.
9. Please review “The Terms and Conditions”.
10. Please review “The Program Requirements”.
11. Please review “The FAQ”. If you are not sure we have answered your question send an email to arcn.provincial@gmail.com
12. Applications and supporting documentation will NOT be returned.
13. Applications emailed after the deadline of August 15th, will NOT be eligible for consideration.
14. Applications will NOT be accepted via regular mail or faxmittal.
15. Incomplete Applications will be rejected.
16. Applicant must not be previous recipient of a CNPA Québec Trade bursary.

Applications: Application and supporting documentation (transcript of marks including grading criteria if applicable, resume) are to be emailed to: arcn.provincial@gmail.com Please show Québec Trade Bursary and Student Name on the Subject line. The application and all documentation must be attached to the one email, and received from the actual applicant in order to be eligible. Sending documents in separate or multiple emails will result in your application being disqualified.



Program Requirements

- Application Form must be for the current year (i.e. not last year's form)
- Application Form must be signed otherwise it will be disqualified. Electronic signatures are accepted and will be considered legal and binding.
- Applicant must be enrolled full time in a trade or CEGEP professional (technical) program in the current school year.
- Applicant must NOT be a previous recipient of this award.
- Trade Bursary will be paid in September of the current calendar year.
- Applicants must provide a typed resume outlining their academic and community involvement, personal achievements, any other areas of interest and most importantly their career objectives and area of study. Resume must not exceed 2 pages. See sample resume which follows as well as suggestions for the type of information we are looking for.
- All required information must be emailed with application form in PDF format and in one neat package. Multiple emails will result in the application being rejected.
- Incomplete application forms will automatically be rejected.
- Deadline for receipt of applications to be August 15th annually.
- Applications emailed after deadline date will not be accepted.
- Applications will not be accepted via regular mail or faxmittal.
- All applications will be kept confidential. However, a brief write-up about the successful recipients of the awards, along with a photo may be posted in our newsletter and on our website.



Sample Resume

Name: John Doe

Educations objective: To obtain my certificate as an electrician.

Career Objective: To work as an electrician and eventually start my own business.

Describe why you have chosen this field of study:

• My father is an electrician. Since I am a child I see him repairing electrical things making people happy. I know I can do the same thing and maybe even better. I know I will be able to find work and earn a good living, maybe even take over my father's business

Education & Awards:

- Secondary School Graduate in the top quantum.
- President Student Council

Work Experience:

- Summer jobs since I was 15 years old helping my father where I could. Part time in fast food restaurants etc.
- Seasonal work at CN

Community / Volunteer Activity:

- Boys Soccer Coach 2015 to Present
- Volunteer at La Maison du Père
- Volunteer Montréal Sun Youth Christmas program 2016 to 2018

Personal Accomplishments:

- Soccer championship, top scorer, 2015.
- Proficient in English, French
- Obtain best marks in grade 5 (Polyvalente) High School class.

Other:

- I enjoy reading, cooking, and family get together.



Things to Consider for the Resume

Work Experience:

Have you worked either full or part time? How did that work experience contribute towards your career / education goals?

Community Involvement / Volunteerism:

What was your experience in unpaid volunteer work, and did this work contribute towards your personal, career / educational goals?

Personal Achievements:

Have you had a special achievement or been recognized in anyway, either in school, or in any personal or extracurricular activity?

Languages or National / International Qualifications or Experience:

Have you learned languages other than your mother tongue, and have you spent any time in another province or outside Canada to broaden your experience, in general or towards your career goal?

Team or Individual Sports, Music, Cultural or Related Activities:

What has been your involvement on teams, groups, or personal activities that have enhanced your personal well-being, discipline or culture?

Scholarships / Bursaries / Grants Obtained:

Please provide information on these awards.



Questions & Answers

1. Where can we find information on this Program?
Answer: Information is available through several sources, such as any Executive member of the CNPA in Québec, in our newsletters or on our website www.cnpensioners.org.
2. How do I get this information to my grandchild?
Answer: The best way to communicate this information to your grandchild is to tell them to visit our website at www.cnpensioners.org.
3. What are the requirements for application?
Answer: The Terms and Conditions for the applicants can be found on our website at www.cnpensioners.org.
4. What is the application deadline?
Answer: The application deadline is August 15th each year.
5. Will you accept my application if it is dated August 15th?
Answer: Yes. If your email application is sent with the time indicating August 15th of the application year, it will be considered as long as you have met the other requirements. However, we will not accept applications through regular mail or fax regardless of the postmark date.
6. Can I use an old version of the application?
Answer: No, the current application must be accessed and used, it will have the current year in the title section.
7. Will you accept a typed or electronic signature on my application?
Answer: Yes, but by doing so you are declaring that such signature is true and valid and that this document is a legal document.
8. What format should my application and supporting documents be in?
Answer: All documents should be sent in a pdf format as one complete file.
9. Does the application process require a current photo?
Answer: No, it is not necessary to submit a photo. However, we reserve the right to request one for possible use in either our national or local newsletter when announcing the annual awards.
10. Can I send my application in via email?
Answer: Yes, as long as all required documents are attached to the one email. Multiple emails with attachments will not be considered and will result in your application being rejected.
11. Can I still send my application in through regular mail?
Answer: No. Applications will not be accepted via regular mail. Applications will only be accepted via email.



12. Can I fax in my application and documents?

Answer: No. Applications will only be accepted via email.

13. How many awards are made each year and in what amount?

Answer: There will be one Trade award made each year in the amount of \$1,500.

14. How does the committee decide who the successful recipients will be?

Answer: The Selection Committee follows the guidelines set out in the Program Requirements based on the Terms and Conditions. **Awards will be based on and weighted on several factors, including presentation, organization, community involvement, personal achievements as well as marks.**

15. Who is eligible to make application?

Answer: Children, grandchildren, great grandchildren (includes legally adopted and step children) of supporting members (including Associate members) of the CN Pensioners' Association of the Province of Québec who are in good standing for at least one year prior to date of the bursary application. Definition of supporting members as per Article V Membership item 5.02(e) of the National Constitution and By-laws of the CN Pensioners' Association.

16. What schools are accepted for the Bursary?

Answer: All CEGEP's and all trade schools recognized by the Ministry of Education of Québec.

17. Will CEGEP students be preferred?

Answer: NO

18. On the application form it asks for the Local Council information of my sponsor. How do I find that out?

Answer: The local council to which a sponsor belongs is usually the city / province of residence of the sponsor. If you or your sponsor is unsure, then please indicate his or her city of residence as the local council.

19. Is this program open to the grandchildren of all CN Pensioners?

Answer: No. It is only open to "Supporting Members" as outlined in the Terms and Conditions of this Program. Please also refer to Article V Membership item 5.02 (e) of the National Constitution and By-laws of the CN Pensioners' Association who are in good standing for one year.

20. Can more than one grandchild of a CN Pensioner apply at the same time?

Answer: Yes, final awards will be made by the Selection Committee based on the criteria set out.

21. If the CN Pensioner is deceased but his/her spouse is now receiving the spousal pension, can a grandchild still apply?

Answer: Yes, as long as the spouse is a supporting member of the CNPA and reside in the Province of Québec



22. Can a grandchild of a deceased Pensioner apply?
Answer: No. However, if the spouse of a deceased CN Pensioner is receiving a CN spousal pension and is a supporting member of the CNPA, then “yes”.
23. If my grandchild is a successful recipient of this award, can he/she apply in future years?
Answer: No
24. What type of format and information are you looking for in a resume?
Answer: Resume should be no more than 2 pages in length. Please see the Sample Resume provided as well as suggestions for the type of information we are interested in. We are interested in several things but specifically knowing why you chose your specific trade.
25. Does my transcript of marks have to be official or can I print something off my student account?
Answer: Yes, transcripts of marks MUST be official from the institution that you are enrolled in.
26. I plan to attend a school outside of the Province of Québec. Am I still eligible to apply for this bursary?
Answer: No.
27. Will you accept late applications by email?
Answer: No.
28. If I am one of the successful applicants, will you be issuing me a T-4A slip?
Answer: No. You would be responsible for reporting the revenue from your scholarship award to Revenue Canada and the Province of Québec on your individual tax returns.
29. If I have a question that is not answered in the Q&A, where can I get an answer?
Answer: Email arcn.provincial@gmail.com

For more information contact us via email at arcn.provincial@gmail.com