



# Michaëlle Jean Centre for Global and Community Engagement

## How to Write a Successful Community Engagement Scholarship Application

**1.** Do the necessary research beforehand:

- a) Learn about the values of the organization offering the award and tailor your application to emphasize your qualities that best fit with them.
- b) Learn about the history and values of the organization you will be volunteering with. Do they fit with the mission of the scholarship donor?



**2.** Think before you write: ask yourself questions like these:

- Who have you helped — and how — through community engagement?
- What skills have you developed through community engagement?
- How has community engagement influenced your plans for the future?



**3.** Be clear about the nature of the placement in your application, whether it's a volunteer position, an internship, an unpaid CO-OP placement, etc. Make it clear that your placement is *not work*. Also, get the placement title right.

**4.** Structure your application clearly:

- First, mention the needs of the community you're volunteering in.
- Then, mention the overall work that your organization does in its community.
- Finally, present a summary of your proposed activities: provide a clear start/end date for the placement.

**5.** Indicate the expected results (learning outcomes, impact on the community, beneficiaries, etc.). If possible, emphasize the long-term impact of your project.



**6.** Provide a clear budget showing how much funding you hope to receive through the scholarship. If you have other funding, indicate from whom (other scholarships, external funding, personal savings, etc.). As well, indicate your expected expenses. Ideally, your expenses should exceed your expected income not counting the scholarship.

**7.** If applicable, highlight how your University studies will benefit you in this community placement. Mention specific classes that you have taken and how you intend to apply what you've learned.

**8.** Review your application: ensure that you've answered each question carefully, used clear language, kept to your word limit and attached all necessary documents.

