



## Moving Lives Forward Application Guidelines

The Health Care Foundation funds a series of bursaries to benefit mental health and addictions clients who use the services of Eastern Health's Mental Health and Addictions Program.

We recognize the therapeutic value of education and seek to assist adults who wish to take a course offered by a post-secondary institution or personal development courses. The scholarship, valued **up to \$1500** each, will be allocated for tuition, fees and books/materials, per application.

Selection will be made by the Bursary Fund Committee based on therapeutic value to the applicant and financial need. The Committee will meet at least three times per year to review applicants. All applications will be kept confidential.

### **The yearly application deadlines are:**

November 1	Winter Semester
April 1	Spring/Summer Semester
August 1	Fall Semester

### **Who is eligible to apply?**

The fund is open to any person who has reached the age of majority within the Eastern Region and has received adult services (17 years of age and up) from the Mental Health and Addictions Program within Eastern Health during the past two years.

### **How do I apply?**

Please go to the Health Care Foundation website at [healthcarefoundation.ca](http://healthcarefoundation.ca) to obtain an application form. Please complete Section A (Applicant Information Form) and forward this and Section B (Reference Form) to a clinical staff person who can provide a reference for you.

This staff person will then forward the entire application form via one of the following options:

**Email:** [hcf@healthcarefoundation.ca](mailto:hcf@healthcarefoundation.ca)

**Mail:** Moving Lives Forward Bursary Fund  
c/o Health Care Foundation  
71 Goldstone Street, Suite 103  
St. John's, NL A1B 5C3

**Fax:** 709-777-5903

### **How often may I apply for funding?**

Applicants may apply for funding for each round per calendar year, but preference may be given to individuals who have not already received funding.

### **What courses are eligible?**

Courses must be taken from an accredited post-secondary training institution. Funding considerations will be given to credit-earning courses, self-development/personal interest courses, or non-credit courses needed for completion of a specific program.

### **When will I know if I have been selected?**

The Scholarship Committee will review applications and a decision will be made within two weeks following the deadline. All applicants will be notified in writing of the decision by the chairperson within two weeks of the committee meeting.

### **What happens if I am selected for funding?**

Selected applicants will be contacted by a representative of the Health Care Foundation to confirm the registration and textbook costs, and to make payment arrangements.

If you are a previous recipient, and wish to be considered for future funding, you must submit proof of course completion and the grade issued for the scholarship previously awarded.