

THE KITTY HELLER EDUCATION ENDOWMENT FUND

(To be referred to hereinafter as the FUND)

Administered by

The Helping Families in Need Society, 4095 1st Avenue, Burnaby, BC V5C 3W5
Email: hfins@telus.net Tel: 604-294-3087

Kitty Heller was a prominent Vancouver labour lawyer who on her passing in 2011 left a legacy of giving. Kitty was a unique individual who enriched lives with her laughter, love and generosity of spirit. Education was one of Kitty's passions.

Purpose:

The FUND was established to assist low income persons participate in career training courses at night school and trade schools to gain the skills necessary to enhance future employment opportunities.

University programs are not accepted for the purposes of this FUND.

The FUND will pay student registration in an accredited trade school or night school. Requests for financial assistance to cover the cost of course tools, text books and special clothing will be considered.

The FUND will pay up to **\$500.** in the first year of the selected program on receipt of a formal request letter and supporting receipts for eligible expenses.

The FUND has an age restriction of over 18 years of age.

On successful completion of year one of the chosen program the student can apply directly to the fund for further assistance to achieve completion and trade accreditation where applicable. A budget showing the funds requested in year two must accompany the application. Letters of support from instructors would benefit the FUND administrators.

Applications for funding must be supported by a high school principal, teacher, long time acquaintance or recognized community non-profit society with details about the student confirming the student's financial need and outlining support for the candidate. Of particular concern to the FUND administrators in the selection process is a demonstrated good work ethic and someone who is most likely to complete the course chosen and gain successful employment.

A letter from the student outlining their career goals, course information and why they think they should be selected is also required. Information about the chosen course including the length of the program and the accreditation awarded on completion of the course should accompany the application.

Applications may be submitted any time during the year **prior** to the start of the program via Canada Post to the address above or by email to hfins@telus.net. Applications will be reviewed and successful candidates will be notified within thirty (30) days of our receiving the completed application. Incomplete applications will not be considered.

Successful applicants agree to acknowledge receipt of the funding and to provide the FUND administrators with a copy of any accreditation received including certificates or diplomas on completion of the course..

Your application must include: *incomplete applications will not be considered*

- information on the course selected including the length of the program
- a budget outlining the cost of the course and the cost of tools, text books and clothing where applicable
- a letter of support from a school principal, teacher, counsellor, long time acquaintance or non-profit society
- a letter from the student outlining their career goals and why they think they should be selected for funding
- a confirmation that the student will acknowledge receipt of the funding and will forward a copy of any accreditation received on completion of the course.