

The **AUDREY  
STECHYNSKY**  
Scholarship for  
Innovation in  
Career  
Development



## Application Form

### Overview

Audrey Stechynsky was a visionary leader in the field of career development. She was devoted to helping Canadians reach their preferred futures. She did ground breaking work on the importance of hope and inclusion and deeply believed in the need to be compassionate above all else in our work. She set up a Trust Fund to support this scholarship as a way to extend her life's work and support creativity and innovation our field.



**Canadian Career Development Foundation**

*c/o The Audrey Stechynsky Scholarship*

202 – 119 Ross avenue

Ottawa, ON K1Y 0N6 CANADA

information@ccdf.ca

## The Award

A \$3,000 scholarship\* to a post-secondary student to support their final year research project or thesis research.

*\*The scholarship is typically awarded annually. CCDF reserves the right not to give the award if a suitable application is not submitted.*

## Closing Date

Applications are due by September 30<sup>th</sup> of each calendar year. Winners of the scholarship are announced by the January 30<sup>th</sup>.

## Eligibility

Applicants must be registered in a Canadian post-secondary institution in a field of study related to career development in Canada. Applicants must be in the last year or at the thesis stage of

their program. The proposed research/project must benefit the field of career development, demonstrating new thinking and/or contributing to the development of a product, program or policy that has the potential to advance the field. Projects that support greater inclusion of underrepresented groups in the labour market will be favoured.

Applicants that have been previously awarded the scholarship are ineligible from re-applying.

## Evaluation Process

All applications will be evaluated based on the following criteria. Please note that only research/project proposals that are focused on enhancing career development in Canada are eligible.

Criteria	Maximum score
Objective and intended social/professional field impact	15
Originality, innovation and uniqueness	20
Practical application/transferability	15
Applicant's experience (academic history, past projects, connection to career development)	15
Feasibility: <ul style="list-style-type: none"><li>• Sample</li><li>• Tools used</li><li>• Process</li><li>• Proposed schedule</li><li>• Use of funds</li></ul>	20
References	15
<b>Total</b>	<b>100</b>

# Application format for the Audrey Stechynsky Scholarship

## Instructions

- Electronic submissions are preferred.
- Suggested application length is 10-15 pages.
- Applicant must agree to the terms and conditions outlined below.

It is suggested that applicants submit their proposal in the following preferred format:

### 1. Applicant Summary Information

- Title:
- Full Name:
- Telephone:
- Email:
- Mailing Address:
- Preferred language of correspondence:
  - English
  - French
- Post-Secondary Institution Currently Registered:
- Department and program:
- Highest level of education attained to date:
- Indicate at what year you are at in your current program:

### 2. CV and Transcript

- Please include a CV and your most recent academic transcript with your application.

### 3. Proposed Research Project Title

### 4. Project Description

- Background (e.g., opportunity or problem to be resolved/addressed)
- Objectives (e.g., overall objectives, target population)

- Approach/methodology (e.g., theoretical underpinnings, related literature innovation/uniqueness of the project, how the project will be completed, how the project contributes to the field and the social good)
- Anticipated outcomes (e.g., how the results will impact the field of career development, transferability, use/practicality)
- Work plan/schedule/key tasks

## 5. References

- Please include 3 letters of reference attesting to your academic experience and connection to the field of career development.

Inquiries and submissions should be sent to:

Marie-Anne Bédard-Wark

Subject: Audrey Stechynsky Scholarship

information@ccdf.ca

# Audrey Stechynsky Scholarship Terms and Conditions

This document outlines the Terms and Conditions for the Audrey Stechynsky Scholarship awarded and administered by the Canadian Career Development Foundation (CCDF). The Audrey Stechynsky scholarship will be referred to as 'scholarship' herein.

You must read these Terms and Conditions in full. In accepting a scholarship from CCDF, it is understood that you have read and agree to comply with these Terms and Conditions.

The successful scholarship applicant will receive an email detailing the scholarship benefits and payment schedule. If you do not wish to accept a scholarship that you have been offered, please advise CCDF immediately in writing.

Your scholarship details may be passed on to your school, donors or partner organization (where applicable). If you do not wish for your details to be shared, you must advise CCDF in writing.

CCDF reserves the right to change the title of the scholarship awarded depending on funding contributions from external parties. If the funding level or eligibility changes, CCDF will advise the recipient before changing any details but name changes can occur without notice.

## Payment

The method of payment will be detailed in your email of offer. In most cases, there will be two scholarship payments: 60% (\$1800) upon award and 40% (1,200) upon receipt of final report detailing how the scholarship funds have been spent. It is the responsibility of the scholarship recipient to provide this report to CCDF by the specified time. Failure to return reports by the specified time may result in payments being withheld.

## Eligibility Requirements

All scholarships are awarded on the basis that you will maintain an enrolled status at a post-secondary institution. Your scholarship may be terminated if your enrolment status changes.

To retain your scholarship you must also:

- adhere to the academic and administrative policies of the educational institution at which you are enrolled; and
- meet any additional criteria outlines in your letter of offer.

## Deferring your Scholarship

Requests for deferral of scholarship will be determined on an individual basis and at the discretion of CCDF. Scholarships will not be paid while students are on leave of absence or on temporary withdrawal from their course of study.

## Scholarship Termination

CCDF may terminate your scholarship if you have:

- discontinued from your course of study or have inactive enrolment;
- failed to meet the eligibility requirements of your scholarship;
- failed to meet the scholarship terms and conditions;
- failed to maintain satisfactory academic progress;
- been suspended or excluded from your course of study;
- been made an incorrect scholarship offer as determined by CCDF at its sole discretion; and/or
- have provided incorrect, false or misleading information or withheld relevant information on your scholarship application or after receiving a scholarship offer.

If your scholarship is terminated, you will not receive any further payments. You may be required to repay some or all of your scholarship.

## Repayment of your Scholarship

You will need to repay the scholarship if:

- the payment is made to you in error or you have been overpaid;
- your scholarship is terminated;
- you do not meet the conditions of the scholarship or are deemed to be ineligible for the scholarship; and/or
- you have been made a scholarship offer in error.

In the event that you are required to repay your scholarship, you must do so within 4 weeks of receiving the notification.

## Publicity and Promotion

If you are offered a scholarship, your details including name, educational institution, photograph, video and scholarship awarded may be used by CCDF for promotional purposes, including but not limited to CCDF's website, social media channels, print and electronic media. If you do not wish

for your details to be passed on to media or used for promotional purposes, you must notify CCDF in writing.

It is agreed that the use of photographs and videos shall in no way be used in any other forum other than official CCDF business. The scholarship recipient also waives the right to inspect or approve the finished product, the advertising copy or other matter that may be used in connection therewith or the use to which it may be applied. If you do not wish for photographs and videos of you to be used in this way, you must notify CCDF in writing.

## Liability Waiver

In accepting a scholarship from CCDF you agree to WAIVE, RELEASE, AND DISCHARGE CCDF, its staff, associates and partner organizations from any and all liability, including but not limited to, any liability arising from the negligence or fault of the entities or persons released, for death, disability, personal injury, property damage, property theft, or actions of any kind which may occur to you during or after the scholarship period, including during or after any travel undertaken as part of the scholarship.

## Keeping your Contact Details Up To Date

All correspondence during the application process will be sent to the applicant's residential address or primary email address submitted in the scholarship application form.

It is the responsibility of the scholarship recipient to inform CCDF of any changes to their email or mailing address. It is also the responsibility of the scholarship recipient to inform CCDF if they change their place of post-secondary institute during the course of their scholarship.

CCDF reserves the right to amend these Terms and Conditions for commencing and continuing scholarship holders.

Any questions about these Terms and Conditions should be directed to:

Marie-Anne Bédard-Wark  
Subject: [Audrey Stechynsky Scholarship](mailto:information@ccdf.ca)  
information@ccdf.ca