



## Burns Fire Fund: Scholarship Application

Burns Memorial Fund manages three separate funds established by a generous bequest made by Senator Patrick Burns: the **Children's Fund** for the benefit of children living in low-income situations; the **Fire Fund** for the benefit of widows and orphans of the members of the Calgary Fire Department; and the **Police Fund** for the benefit of widows and orphans of the members of the Calgary Police Service. In 1975 the mandates of the Police and Fire Funds were expanded to assist with poverty relief of Calgary children and to provide post-secondary educational grants and special needs educational grants for children of firefighters and police officers.

Under the terms of the bequest from Senator Patrick Burns, Fire Fund grants are available only to the children of Calgary firefighters. Applications from grandchildren or other family members cannot be considered.

Program Process		
1	<b>Application Deadline:</b>	<b>June 30 annually.</b> You must apply prior to your classes starting. Applicants who are not sure what they will be taking or what school they will be attending should still apply by the deadline as late applications cannot be accepted.
2	<b>Confirmation of Receipt of Application:</b>	You will be notified by email when your application has been received. If you do not receive confirmation, <b>please contact us prior to the deadline date.</b> No exceptions will be made for misdirected applications.
3	<b>Notification of Award:</b>	You will be notified of your scholarship by email by August 31. If you have not received your award letter by this date, <b>please contact the program coordinator.</b> Please follow instructions in your award letter for submission of documentation to receive funds.

### Key Information:

- **ALL CORRESPONDENCE RELATING TO THE AWARDING OF THIS SCHOLARSHIP AND THE SCHOLARSHIP AMOUNT WILL BE DIRECTED TO THE APPLICANT (the student, not the parent).**
- You must submit a new application form prior to each academic year.
- Applications can be withdrawn, but late applications cannot be accepted so students are encouraged to apply even if they are uncertain about their plans.
- **Additional school information is required for the release of scholarship funds.** This information will be outlined in the scholarship award letter and is not required at the application stage.

**Contact:** If you have any questions regarding application guidelines or required information on the application form, **contact the Burns Memorial Fund office prior to the application deadline date** at [firefund@burnsfund.com](mailto:firefund@burnsfund.com) or 403-234-9396, ext. 1.

More information can be found on our FAQ: <https://burnsfund.com/programs/pf-frequently-asked-questions/>



## **Burns Fire Fund: Scholarship Application**

### **Program Guidelines**

Burns Memorial Fund will assist with post-secondary educational expenses. This program is not intended to replace the primary financial responsibility of the student and/or parents.

### **Program Eligibility**

Any child of a serving, retired or deceased firefighter with the City of Calgary Fire Department who makes first application prior to their 25th birthday.

Any stepchild of a serving, retired or deceased firefighter with the City of Calgary Fire Department where the firefighter can show financial responsibility for a minimum of three years prior to the child's 18th birthday. The firefighter must reside with the natural parent of the child and continue to act in the role of stepparent.

For the purpose of this program, eligibility criteria for retired members are as follows:

- a former member of Calgary Fire Department who served for at least 20 years in Calgary; and
- those who retired from Calgary Fire Department because of a disability, regardless of years served.

*First application must be made prior to the child's 25th birthday. All funding must be completed by age 30.*

### **Application deadline**

The deadline to apply is June 30 each year for the following academic year. Applicants who are not sure what they will be taking or what school they will be attending still need to apply by the deadline. No retroactive funding will be awarded. You must re-apply for each academic year you are seeking funding. Example: If you begin school in September 2024, your application must be submitted in the application period prior (i.e. by June 2024).

### **Enrollment and academic achievement**

Students must be enrolled full-time in an accredited post-secondary institution. Full-time is considered to be a minimum of three (3) credit-earning courses. Should a student be placed on academic warning, or receive too many failing grades, subsequent grant installments may be withheld until such time as the student has completed his/her educational requirements for the term.

### **Funding Details**

Students are eligible for a MAXIMUM of \$4000 of funding (up to \$1000 per academic year) while in full-time attendance at an accredited post-secondary institution. Awards are based on an 8-month academic year for universities or colleges and up to 36 weeks for technical institutes, and paid out over several installments. The maximum award is \$1000 per academic year. **You must re-apply for the scholarship each academic year.** Additional details are provided in the approval letter. If a student withdraws from their semester of studies, withdraws from individual courses or in any way fails to carry the course load that qualifies them as a full-time student (completion of 3 post-secondary credit earning courses), they are not eligible for funding and any monies issued must be returned in full to the Burns Memorial Fund.

For questions regarding the program or application, please contact Hanna Moraru at [firefund@burnsfund.com](mailto:firefund@burnsfund.com) or 403-234-9396, ext. 1



## Burns Fire Fund: Scholarship Application Application Form

**Application must be filled out and signed electronically.**

### STUDENT INFORMATION

ACADEMIC YEAR YOU ARE APPLYING FOR

2024-2025

APPLICANT'S FULL NAME  
(SURNAME, GIVEN NAMES)

APPLICANT'S PRONOUNS  
(EG: SHE/HER, HE/HIM, THEY/THEM, ETC.)

BIRTHDATE (YYYY/MM/DD)

APPLICANT'S SOCIAL INSURANCE NUMBER

MAILING ADDRESS

CITY AND PROVINCE

POSTAL CODE

APPLICANT'S EMAIL

TELEPHONE NUMBER

CELL PHONE NUMBER

### PARENT INFORMATION

PARENT'S SURNAME

GIVEN NAMES

PARENT'S ADDRESS (IF DIFFERENT FROM ABOVE)

CITY AND PROVINCE

POSTAL CODE

PARENT'S EMAIL

TELEPHONE NUMBER

CELL PHONE NUMBER

RANK

# OF YEARS OF SERVICE

EMPLOYEE NUMBER

PARENT'S STATUS AT THE CALGARY FIRE DEPARTMENT:

**SERVING**

**RETIRED**

**DECEASED**

If you checked **SERVING** or **DECEASED**, please proceed to the next page.

If you checked **RETIRED**, please provide additional information below.

Please note, that for the purpose of this program, eligibility criteria for retired members are as follows (please check all that apply):

**A FORMER MEMBER OF CFD WHO SERVED FOR AT LEAST 20 YEARS IN CALGARY;**

**A FORMER MEMBER OF CFD WHO RETIRED FROM CFD BECAUSE OF A DISABILITY, REGARDLESS OF YEARS SERVED.**



## **Burns Fire Fund: Scholarship Application Application Form**

<b>POST-SECONDARY INFORMATION</b>	
<b>YEAR OF PROGRAM (1st, 2nd, etc.)</b>	<b>COURSE AND FACULTY</b>
<b>NAME OF POST-SECONDARY INSTITUTION</b>	
<b>IF YOUR COURSE VARIES FROM THE STANDARD 8 MONTH (2 SEMESTER) LENGTH PLEASE INDICATE COURSE START AND END DATES:</b>	
<b>WHAT SEMESTERS ARE YOU APPLYING FOR? (to ensure proper granting you must check <u>all</u> you will be attending):</b>  FALL  WINTER  OTHER (DATES INDICATED ABOVE)	
<b>HAVE YOU PREVIOUSLY RECEIVED A GRANT FROM BURNS MEMORIAL FUND?</b>  Yes      No	<b>IF YES, IN WHAT YEARS?</b>

ALL CORRESPONDENCE RELATING TO THE AWARDING OF THIS SCHOLARSHIP AND THE SCHOLARSHIP AMOUNT WILL BE DIRECTED TO THE APPLICANT. SIGNATURE OF THE PARENT IS TO ENABLE BURNS MEMORIAL FUND TO REQUEST EMPLOYMENT STATUS ONLY. BY SIGNING THIS PAGE, BOTH THE PARENT AND APPLICANT GIVE EXPRESSED CONSENT TO BE CONTACTED VIA EMAIL BY THE BURNS MEMORIAL FUND. IF YOU DO NOT WISH TO GIVE YOUR EXPRESSED CONSENT FOR EMAIL CORRESPONDENCE, PLEASE LET US KNOW AT [UNSUBSCRIBE@BURNSFUND.COM](mailto:UNSUBSCRIBE@BURNSFUND.COM).

I DECLARE the above information is accurately stated. In the case of a stepparent/child relationship, the Firefighter states that they reside with the natural parent of the child and continue to act in the role of stepparent. I am aware that eligibility will be confirmed with the Calgary Fire Department.

\_\_\_\_\_  
E-SIGNATURE OF STUDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
E-SIGNATURE OF FIREFIGHTER

THE BURNS MEMORIAL FUND FOLLOWS LEGISLATED GUIDELINES FOR PRIVACY

**SUBMIT COMPLETED APPLICATION TO: [FIREFUND@BURNSFUND.COM](mailto:FIREFUND@BURNSFUND.COM)**