



Goodwill Power of Learning Scholarship Program

Last reviewed: December 2023

Objective

The Goodwill Power of Learning Scholarship Program responds to its commitment to *Strengthening People* as outlined in our Strategic Plan. Our scholarship program is embedded within the larger context of our work platform training and supports:

While the Goodwill Scholarship Program is embedded within a larger human development context, the Scholarship Program has definitive parameters. Each year, the program aims to assist selected individuals to complete a particular course/training, during that specific year.

About the scholarship program

- Each year, the program assists selected individuals to complete a particular course/training, during that specific year. The course or training must take place sometime between May 01 of the application year, and August 31 of the following year (e.g. If the application is being submitted in March 2018, the proposed education must take place between May 01, 2018 and August 31, 2019)
- The education or training relates to a life or career goal as identified by the applicant
- The Education or training is not covered by other Professional Development or Leadership Training initiatives.
- Education must be received from accredited educational institutes, or any Goodwill courses that might not be normally available to Goodwill employees, e.g. Hands on Hospitality or Excellent Customer Service Training.
- Complete applications must be submitted by the deadline date which will be at the end of March each year.
- Applications will be reviewed and recipients selected and notified during April of each year.

Application Form Questions:

Employee Information

- First and Last Name
- Phone number
- Email address
- Home address
- Position Title
- Manager's Name
- When did you start working for Goodwill?
- On average how many hours do you typically work?

Proposed Education/Training Program

- What is the name of the course/training that the Goodwill Power of Learning Scholarship would help you to complete?
- What is the name of the school/course provider that is offering this course/training?

- What is the cost of the proposed course/training that you will take this year (including any taxes or fees)?
- Is this course/training you want to take covered by other Professional Development or Leadership Training initiatives? (Yes or No)

Educational Supports

Please indicate if you would like support in the following areas:

- Technology Support (Assistance applying for a renewed computer and payment of that computer (\$100) if application is successful)
- Course Materials/Supplies (Dollar Amount to cover course books and supplies)

Education Plan

- Will the proposed course/training take place between May 1st and August 31st (of the following year) (Yes or No)
- Please cut and paste the description of the course/training directly from the website of the school/course provider
- Is this course/training part of a larger program/certificate/diploma/degree? (Yes No)
- Have you applied for a Goodwill Scholarship in the past (Yes or No?) If yes, please list each year that you applied and if you received a scholarship for that year as well as the course(s) that you completed.

Life/Career Plan

Before completing this section it is strongly recommended to meet with an Employee Coach to develop a strong plan.

- What is the Life/Career goal you are aiming to achieve by taking this course/training?
- Describe the steps you will need to take to reach your goal
 - o Step 1 and Date
 - o Step 2 and Date
 - o Step 3 and Date

Please include a copy of your most current resume.

Your Situation

Please explain what prompted you to want to take this course/training?

Do you face any barriers to education or employment? Barriers may include but are not limited to: lacking relationships/role models, emotional (psychological) barriers, mental/cognitive barriers, language barriers, limited social support and physical disabilities.

Please explain how this course/training could improve your life and change your current situation for the better

Eligibility Criteria

- The Scholarship is intended to fund Education or training for any Employee who has successfully completed three months of employment at Goodwill.

- Members of the Mission Leadership Team (MLT) and Leadership Impact Council (LIC) are not eligible to apply
- Both part time and full time employees are encouraged to apply
- The education or training relates to a life or career goal as identified by the applicant
- The Education or training is not covered by other Goodwill Transitional Employment Supports, Professional Development or Leadership Training initiatives.
- Education must be received from accredited educational institutes, or any Goodwill courses that might not be normally available to Goodwill employees, ex. Hands on Hospitality or Excellent Customer Service Training.
- The proposed education or training must take place sometime between May 01 of the application year, and August 31 of the following year (ex. If the application is being submitted in March 2019, the proposed education must take place between May 01, 2019 and August 31, 2020)
- Employees may receive up to \$1,000 / year
- Providing they meet the established criteria, Goodwill employees may receive a scholarship for up to five separate years.
- Returning applicants, who have received a Goodwill Scholarship in a previous year, must include an official transcript or documentation that verifies the successful completion of their previous Goodwill funded education. (50% in numeric grade)
- Returning applicants may change the focus of their education only once. An applicant who returns with a third change to their education focus, will not be considered.
- Applicants may also be eligible for **Education Supports** which are determined by a different set of criteria, but which come from the same \$1000 maximum per recipient, per year (see Education Supports Section).
- Complete applications must be submitted by the deadline date which will be at the end of March each year. Incomplete or late applications will not be considered.
- Applications will be reviewed and recipients selected and notified during April of each year.
- When Scholarship Recipients move on from Goodwill before accessing their funds, but during the year in which they were awarded the scholarship, they are still eligible to access the awarded funds if:
 - They have a positive graduation from Goodwill, as confirmed by HR
 - They take the course(s) specified in their application, during the specified timeframe (May 1st of application year to Aug 31st of the following year)
 - They agree to provide Goodwill with confirmation of their course results (complete/incomplete)
- If a scholarship recipient is unable to take the courses specified in their application, due to course cancelations, they may choose to take an alternative course(s) as long as it leads towards the same educational and career goal specified in their application form
- If a scholarship recipient changes their educational or career goal during the year in which they received the scholarship, they cannot access the awarded funds if their newly proposed courses are significantly different from what was specified on their application form. They will have to wait to re-apply the following year with a new life/career plan. Consultation with their Employee Coach is always strongly recommended.

Selection Process

- All employees are informed of the opportunity, given access to life/career coaching, and encouraged to apply if education or training is part of their plan.
- All employees will be made aware of potential Education Supports
- Information about the Power of Learning Scholarship will be available year round on the scholarship website – www.goodwillscholarships.ca , but on-line application forms can only be completed and submitted during February and March of each year.
- Applicants must meet all the criteria listed above, complete an application form, provide all supporting documentation, and submit their completed application by the deadline date which is at the end of March each year.
- Applications will be reviewed and recipients will be selected and notified during April of each year.
- Scholarship recipients will be selected internally by a team consisting of a 1 rep from DGR/Operations upper management, 1 rep from Human Resources and 1 rep from WFD management. Employee Coaches will be in attendance to provide guidance and clarification to the selection committee members should they need it.
- Selection committee members will take into consideration the following criteria:
 - **Barriers to education or employment that the person might face**
 - To what extent does the applicant lack access to the following resources:
 - Relationships/Role Models
 - Emotional (Psychological)
 - Mental/Cognitive
 - Language
 - Social Capital
 - Physical
 - Spiritual
 - Integrity and Trust
 - Motivation and Persistence
 - Financial
 - ***Extent to which the education/training could change the person's life situation***
 - Where is the person now, where could they go if they get the proposed education/training? If they don't get the education/training, how likely is the person to improve their life situation?
 - **How strong is the applicant's Life/Career Plan?**
 - When viewed with the applicant's resume, does the applicant show a clear and realistic step-by-step process for how to achieve their goal?
- The *Selection Ranking Chart* will be used to assist Selection Committee members assess each applicant, based on the three assessment criteria listed above.
- Scores from each committee member's Selection Ranking Chart will be tallied and funds will be allotted accordingly.

- If a recipient is awarded under \$1,000, and they have asked for Education Supports, funds for Education Supports will be added onto the money they have been awarded for the course/training, up to the maximum of \$1,000.

Sample Selection Ranking Chart

Rate each applicant on the three criteria. Then total each applicant's score.

0 = very low, to 5 = very high

Applicant's Name	Barriers to Education or Employment	Extent to which education could change life situation	Strength of Life/Career Plan	Total Score

Education Supports – Eligibility Criteria

Goodwill is committed to supporting scholarship recipients to succeed in the education for which they have received a scholarship. As such, if eligible, one or more of the following Education Supports will be provided, **out of the \$1000/year maximum for each recipient:**

1. **Technology Support** – Scholarship recipients, who do not have access to a computer sufficient to achieve their education/training goal, will be assisted, by the Employee Coach, with an application to the Goodwill Power of Technology program. If the scholarship application is successful, Goodwill will pay for the \$100 refurbished laptop from the Goodwill computer program.
2. **Books and Course Material/Supplies** – official books and course material recommended/required by the course provider, are eligible for reimbursement by Goodwill.

Funds Disbursement

- Employees may receive up to \$1,000 / year
- Recipients must access their awarded funds between May 1st of their application year and August 31st of the following year, after which time, awarded funds are no longer available and the employee must submit a new scholarship application with an updated Life-Career Plan.
- Providing they meet the established criteria, Goodwill employees may receive a scholarship for up to five separate years.
- The \$1,000 maximum can include tuition fees, books, course materials and computer purchase.
- Tuition fees will be reimbursed to the scholarship recipient upon presentation of a receipt, or if needed, paid directly by Goodwill to the educational institute

- If eligible, payment for the refurbished computer, from the Goodwill Computer program, computer will be paid directly by Goodwill
- If eligible, the cost of books and course materials/supplies recommended or required by the course provider will be reimbursed by Goodwill upon the submission of a receipt by the scholarship recipient, and documentation from the educational institution that lists the recommended/required course materials and supplies. In special cases however, Goodwill will pay these costs directly, if the scholarship recipient is not able to cover these costs up front.

Administration

The following is a list of the administrative tasks associated with the ongoing maintenance of the Scholarship Program:

- Secure funds from external partners
- Share info about the program and promote interested employees to apply
- Connect interested employees to the Employee Coach to develop a Life/Career Plan, assist with education exploration and application completion.
- Collect and organize applications to be shared with all members of the Scholarship Selection Committee.
- Committee meets and selects recipients
- All applicants are contacted by Supervisor of Employee Development and Family Strengthening and informed whether they will be receiving a scholarship or not.
 - If an applicant does not receive a scholarship they are redirected to their Employee Coach to review their application and encouraged to apply again
- Recipients are announced and celebrated at the Power of Work Awards
- If needed, Employee Coach will provide follow up assistance to recipients to ensure that Education Supports are in place and recipient is registered in their course of choice.
- Coordinate fund disbursement
- Gather course outcome data from each recipient
- Input course outcome data into Scholarship Tracking Report

Program Evaluation (parameters and process)

While the Goodwill Scholarship Program is embedded in a larger human development context, the Scholarship Program has definitive parameters. Each year, the program aims to assist selected individuals to complete a particular course, during that specific year.

As a result, the Scholarship Program will track course outcomes for each recipient, as a measure of program success.

Scholarship evaluation data can be incorporated into the evaluation of other Human Development Goals identified in the Goodwill Strategic Plan.