

**Diabetes Hope National Scholarship Program** is available to young adults living in the Provinces of British Columbia, Alberta, Manitoba, New Brunswick, Nova Scotia or Newfoundland; who are successfully managing the challenges of living with diabetes. This program supports post-secondary academic endeavours and recognizes the personal triumphs of exemplary young adults who demonstrate active involvement in community and/or sports activities while engaging in healthy self-management of their diabetes.

### **Scholarship Awards:**

Value: \$2,500 each

### **Eligibility:**

Open to young adults

- Who are residents of British Columbia, Alberta, Manitoba, New Brunswick, Nova Scotia or Newfoundland, Canada
- Who are in their final year of high school and entering an accredited post-secondary institution in the fall of 2022.
- Who are registered with a pediatric diabetes program/healthcare provider and is in their transition year to adult diabetes care.
- Who have received care for Type 1 Insulin dependant Diabetes by a Pediatric Health Care team for a minimum of 1 year preceding this application
- Who have demonstrated competence in self-management by:
  - a) Regular diabetic health care follow-ups (a minimum of three visits in the past 12 months if newly diagnosed; minimum of 6 visits in the past 24 months for all others); and
  - b) Obtaining an endorsement letter from a member of their Paediatric Health Care team confirming their attendance and successful self-management.

**Application Deadline:** March 7th, 2022 @ 11:59 pm PST

### **Application Process:**

The application for Diabetes Hope Foundation's scholarship program is ONLY available as an online application. All application submissions must be completed online as instructed below:

#### **Step 1 – Review Application Guidelines**

Go to <https://diabeteshopefoundation.com/how-to-apply/> and download a copy of the scholarship program requirements and application questions before you begin your online application. If you meet the scholarship eligibility requirements, please go to "Step 2" to register for an applicant account in the online application system.

#### **Step 2 – Register for an Applicant Account**

Go to <https://dhfscholarship.smapply.io> to set up an applicant account to complete your scholarship application. You will have the option to register through your Facebook, Google or Twitter account, or set up a new account directly through Survey Monkey. Once you have successfully logged in, fill out the eligibility form and save to your profile, and click on 'Apply' to begin the scholarship application submission process.

### Step 3 – DHF Scholarship Application Tasks

The following tasks have to be completed through the online portal to complete your scholarship submission (please note that these steps do not have to be completed in sequence and you can edit/make changes to your application until the application closes):

- Applicant Information Form** - complete this form to provide us with your contact information, school/career interests and current diabetes care information. Once you have completed this form, click submit to complete this task.
- Scholarship Application Form** – it is recommended that you prepare your application form ahead of time with the Fillable Word File available on the DHF website before you complete the online form. Once you have completed the application online, click submit to complete this task.
- Letters of Reference** - your application needs to be endorsed by two letters of reference to complete your submission. To complete this step, click on each task in the online portal and click on the “Get a Recommendation” button to request for a referral from your endorser.
  - a) **Letter of Recommendation, Physician/Diabetes Educator** – this form can be completed online by the diabetes educator, social worker or endocrinologist from your diabetes clinic.
  - b) **Letter of Recommendation, Mentor** – your mentor will need to complete the online form and upload a letter of reference to the online system. The mentor’s reference letter can be completed by an employer, supervisor, teacher, coach or community leader.

Your recommenders will receive an email invitation with a link to complete the online recommendation process. Once complete, you will receive an email from the online system to confirm that the letters of reference have been completed. Mark this step as complete in the online portal to check off these tasks.

- Secondary School Transcript** – Upload official school transcript (with watermark) including your grades from Gr.9 up to your current year records (February 2022) and mark the task Complete when you have successfully uploaded your file.
- Recent Photograph** – Upload a recent photograph (*head & shoulders only with plain background – colour school picture preferred; if school picture is unavailable a photo with appropriate dress – collared shirt with jacket or sweater to be included in the application package. Your photo resolution needs to be at least 1024 x 768*) and mark the task Complete when you have successfully uploaded your file.
- Photo Identification Card** – Upload a photo identity document that will confirm your proof of residency in Ontario and your birth date (e.g. Ontario driver’s license, health or identity card) and mark the tasks Complete when you have successfully uploaded your file.

### Submitting Your Application:

When all of the tasks in the application portal have been marked as “Complete”, you will be eligible to submit your application. Once you submit your application, an email will be sent to the email address provided in the application to confirm that you have successfully completed all application requirements.

### **Scholarship Selection Process:**

1. Applications undergo an initial review to ensure that all the requirements have been met and that all the attachments (per the completed checklist) have been provided by the applicant. If additional documents are required, you will receive an email from the Program Coordinator to go back to your application to complete your submission.
2. Each 'complete' application undergoes a 'blinding process' that removes the applicant's name and replaces it with an administrative number.
3. Blinded applications are forwarded to the Diabetes Hope Foundation Scholarship Advisory Committee members for review and evaluation.
4. Scholarship Applications will be scored according to four categories:

(a) Student Background/Leadership/Community Development	20%
(b) Student Transcript	15%
(c) About Diabetes Hope Foundation	10%
(d) Diabetes Care	15%
(e) Mentor's Comments	15%
(f) Essay Question	25%

### **Award Announcements:**

2022 Scholarship Recipients will be contacted by telephone in late April and announced online on the Foundation's main website to confirm their scholarship award. A formal invitation to the *Evening of Hope* scholarship ceremony will follow in the mail. Unsuccessful applicants will be notified in writing.

### **Requirements to Receive Your Scholarship:**

#### **1. Supporting Documentation**

Proof of enrolment from your college or university must be forwarded to Diabetes Hope Foundation to confirm your award.

#### **2. Thank You Letter to Sponsor and the Foundation**

- The successful scholarship recipient will be required to submit two thank you letters to:
  - (i) Scholarship Sponsor – 1 copy will be sent directly to the Scholarship sponsor and a 2<sup>nd</sup> copy will be forwarded to the Foundation to be placed in your Diabetes Hope file.
  - (ii) Board of Directors – 1 copy of the letter will be forwarded to the Foundation at the following address:

*Board of Directors  
Diabetes Hope Foundation  
6150 Dixie Road, Unit 1  
Mississauga ON L5T 2E2*
- Your thank you letters for items (i) and (ii) must include the following:
  - (i) Address your letter "Dear Mr./Mrs. \_\_\_\_\_ (surname)."
  - (ii) Describe how the scholarship will help you in your future endeavours.
  - (iii) In the second paragraph please include your academic goals, career goals, aspirations and extracurricular activities.

### **3. Proof of Attendance**

The \$2,500 scholarship will be disbursed in two instalments:

1<sup>st</sup> Instalment - \$1,250 (September 2022)

2<sup>nd</sup> Instalment - \$1,250 (January 2023)

Proof of attendance is required before each cheque is disbursed to the scholarship recipient. *Acceptable examples of proof of attendance: proof of payment for semester, post-secondary administration office letter or a copy of your schedule.*

***In the event that a gap year is taken, DHF will only allow students 1 (one) academic year to defer the scholarship disbursement after which time the award will be become null and void.***

### **Collection of Data and Privacy Policy:**

Diabetes Hope Foundation is committed to safeguarding the personal information entrusted to us through our Scholarship Program. We manage your personal information in accordance with Ontario's Personal Information Protection Act and other applicable laws. Your personal information includes your contact information, social security number, academic transcripts, diabetes related health records and personal identification documents.

For the purposes of administering the Scholarship Program, we collect only the information we need to contact successful recipients, complete the disbursement of scholarship funds, and send out associated program information to applicants. Diabetes Hope Foundation does not collect, use, or disclose any personal information for the use of commercial activities.

We ask for consent to collect the applicant's personal contact information, academic transcripts and healthcare information. Only the applicant's name, geographic location (city, province) and photo will be publicly disclosed and used on our website and promotional materials for the purpose of promoting the Scholarship Program.

All healthcare information collected through our Scholarship Program is deleted from our records after the selection of our Scholarship Winners. All other personal and academic information collected will be safeguarded on our password protected servers, and we will make every reasonable effort to ensure that personal information is safeguarded. We retain personal information only as long as it is reasonable for us to deliver our programs and services.

If you would like to receive copies of the personal information collected through our Scholarship Program, you may request for access to your personal information by writing to us via email at [info@diabeteshopefoundation.com](mailto:info@diabeteshopefoundation.com).

### **Need Technical Support to Complete Your Application?**

<https://dhfscholarship.smapply.io/helpdesk/>

### **Questions about Application Process?**

Anita Nardella

Program Coordinator

Diabetes Hope Foundation

6150 Dixie Road, Unit 1, Mississauga ON L5T 2E2

[anita@diabeteshopefoundation.com](mailto:anita@diabeteshopefoundation.com)