



SCHOLARSHIP & AWARD APPLICATION FORM

Last Revision: March 12, 2017

Thank you for your interest in applying for a scholarship/award from the CGPF. We appreciate your interest. The following information contains how to make your application. Good luck!

DIRECTIONS: The following information is required to process your application for a CGPF award and/or scholarship. There are 5 parts to this application form. Your signature is required in part 5. Please note that all applications are to be submitted electronically. Incomplete applications are not processed for consideration.

PRIVACY STATEMENT: Your information contained within this application will be shared with relevant CGPF members to evaluate your application. In addition, the general public will be informed of the winner and how the winning applicant met the criteria associated with the award/scholarship. Your contact information (i.e., phone & street mailing address) will be held in confidence. Applications of the winning applicant will be kept for a minimum of 10 years. Applications of non-winning applicants will be kept for a least one year.

DEADLINE FOR THE COMMITTEE CHAIR TO RECEIVE YOUR COMPLETED APPLICATION:
August 31 or December 31.

NEED ASSISTANCE: If you are needing additional directions or clarifications about the application process, please contact the chair of the scholarship-award committee Anthony Joyce, ajoyce@ualberta.ca or the Secretary-Treasurer Ingrid Sochting, isochting@psych.ubc.ca

PART 1: Basic Information

This section is requesting basic information to help process your application.

1. Today's Date:
2. Name of the Scholarship or Award (NOTE: Only one application per award/scholarship)
 - CGPF Conference Scholarship
 - Jackman Training Award
 - Fern Cramer-Azima Award
 - The Martin Fischer Training Award
 - The Salvendy Award
 - Other (please specify):
3. Your Full Legal Name:
4. Your Full Mailing Address:
5. Your Phone Number (including area code):
6. Your E-mail Address:
7. As of today, are you currently enrolled in a post-secondary program? Yes No
If yes:
 - Full Name of the University:
 - Type/Program of Study:
 - Year of Study (currently in):
 - Status: Full Time Part Time Other: (please explain)

 - Indicate your group process/counselling/therapy training (courses):
8. Have you attended any group therapy conferences? Yes No
If yes, please identify which events you have attended and when:
 - CGPA: Years you attended:
 - AGPA: Years you attended:
 - Others: (please indicate the name and years):

9. In under 300 words, please tell us about your interest in group therapy.

PART 2: How You Meet the Scholarship/Award Criteria

This section of the application requests you to compile ample evidence to the scholarship/award committee how you have met the criteria (or the intent) associated with the scholarship/award criteria you are applying to receive. This section will be composed of a narrative (see part 2-I) followed by appendices of evidence (see part 2-II). Format details are provided on page 4.

- Please review the criteria that is specifically geared to the scholarship/award criteria you are applying to receive: <http://canadiangrouppsychotherapyfoundation.com/awards-scholarships/>
- On your own, please make a list of each criteria / intent associated with the scholarship/award criteria you are applying to receive. Use this list to answer the following questions.

- Part 2 - I of II:** From the above list, provide a summary of how you believe you have met **each** criteria/intent associated with the award. Bullet form or paragraph form is acceptable. However, it is up to you to prove to the award/scholarship committee that you have met the criteria/intent associated with the award.
 - For example, for the Fern Cramer-Azima Award, requires the applicant to document the impact a contribution the applicant has made to the field of group therapy. Whereas for the Jackman Training Award, the applicant needs to indicate how the award will help advance one's work as a group therapist.
 - Use of headings will be extremely helpful to the scholarship/award committee since headings increase the organization and flow of the presented material
 - Please do not skip providing an answer by simply referring the reader of your application to your CV. We would like you to provide a brief narrative of how you meet the stated criteria for the scholarship/award of interest to you.

- Part 2 - II of II:** For each criteria listed under your desired award/scholarship, please provide **evidence** of meeting each criteria/intent.
 - For example, for the Jackman Training award the applicant must supply evidence the applicant has attended a CGPA conference. The Martin Fischer Awards requires evidence that the applicant has written a paper on group psychotherapy or has documentation showcasing research/clinical achievements. In addition, some awards/scholarships ask for letters of support/recommendation.
 - Please include the required evidence as attachment in the form of appendix labelling each appendix very clearly.
 - Please do not refer the reader of your application to your CV as evidence of part II. Please provide the information in this section via appendices.

PART 3: CV

- A current curriculum vitae (current within the last 6 months), that at minimum lists:
 - your current and past employment, for at least the last 5 years,
 - your educational history to date,
 - awards and scholarships obtained to date, and
 - a list of your professional development activities, for at least the last 5 years.
- Please submit in PDF form, as an attachment to your application.

PART 4: Letter of Reference – if required

- If the criteria of the award/scholarship you are seeking requires a letter of reference then please secure a Letter of Reference by someone who is knowledgeable about your practice as a group practitioner (e.g., academic faculty, clinical supervisor, or employer).
- Please have the author of this reference mail the reference to the scholarship/award committee (address is on the website) or include the reference in this application).
- In the summary box at the end of this application, please specify how the letter of reference will be sent.

Format Expectations

- Please submit your work in PDF format (this format allows your document to be read regardless of the software of the reviewer).
- Please merge Part I and Part II together (see the directions below)
 - Since Part I and Part II are to be merged to form ONE document, it may be necessary to scan all attachments/appendices to enable you to merge all of the separate attachments into one file - as a PDF document.
 - Please do not submit individual attachments of proof/evidence (part 2) since the application package is to be one document. Separate attachments make it more difficult for reviewers to read your application with ease.
- The first page of your application is Part 1.
- There is no length restriction, unless specified.
- Please check off the required boxes in Part 5.
- If you have any questions or challenges associated with the format expectations, please contact the chair of the scholarship-award committee Anthony Joyce, ajoyce@ualberta.ca or the Secretary-Treasurer Ingrid Sochting, isochting@psych.ubc.ca Thank you 😊.

Submission Directions

Please email your full application (with all the above information) to the chair of the scholarship-award committee or the Secretary-Treasurer (see above).

- Please use the summary list below to ensure you included all the information that is required for CGPF to process your application.
- Please note it may take up to 7 days to acknowledge your application via email reply. If you have not received a reply email from CGPF representative after 7 days, please contact another CGPF representative (contact information is available on the CGPF website).

CHECKLIST: Your application package needs to contain the following documents

- Part I and II – sent in email format as ONE attachment in PDF format (please see format directions)
- Your CV as a separate attachment in the email in PDF format.
- IF a letter of reference is required: Please indicate how this letter is being sent:
 - It is included in this application
 - It is being sent by the author of the letter.
- Your signature (see box below)

Please sign below to indicate that the information you provided on this application is accurate and you agree with the conditions associated with applying for a scholarship/award¹.

Thank you again for applying to the CCPF for monies to support and/or recognize your work in group practice.

Your signature (scan if needed):

Date of Signing:

¹ We need to notify all applicants that providing false information in this application process will result in one of more of the following actions: (a) your application being withdrawn, (b) not being eligible to apply for future CCPF for monies, (c) refund of the award/scholarship, (d) notification of the false data provided to your professional association, and/or (e) notice placed on the CCPF website of the change in award winner.