

## AFP Foundation for Philanthropy Canada

### National Scholarship Program

#### Guide to Application Process

#### **What is the Guide?**

This guide is supplemental in nature and intended to provide applicants with insights into what information would be beneficial to the application process. The committee that reviews the applications is diverse and changes every year, but these are some basic insights into what they will be looking for in your responses.

The guidelines are focused on the sections of the application process that require in-depth responses only. Basic administrative responses are expected to be completed fully.

#### **Key Things to Remember:**

- The committee is made up of professionals from across the country with a wide variety of experience and skills representing diverse nature of the fundraising profession.
- The committee reviews all applications submitted by the deadline and there are many – make sure your answers stand-out if you want to be selected!
- Take the time to answer your questions thoughtful and in full detail.
- Be sure to leave yourself some time to have a friend/colleague proof your application before submitting it to the committee.

#### **Question Guide:**

**Question 4:** What are the three fundraising-related highlights of your career (10 points)

- Please answer the questions in full sentences;
- A highlight would be considered something that you want to emphasize to the committee as important to your career development;
- Everyone's level of work-experience is different but the key in this section is to demonstrate what has been learned through these experiences.

**Question 5:** What are your three short term fundraising-related professional development objectives? (1-2 years) (10 Points)

- Please answer the questions in full sentences;
- The committee is looking for your short-term goals as a fundraising professional to understand how the scholarship you are applying for will help you achieve these goals;
- Remember to focus on the connection between your short-term development and the investment you are asking the committee to make in this course/program.

**Question 6:** What are your three long term fundraising-related professional development objectives? (3-5 years) (10 points)

- Please answer the question with full sentences;
- Long-term professional development goals are ones focused on major milestones or objectives that require planning and training.
- These are the professional development goals that will set you up for leadership within your organization and/or the profession
- The committee is interested in these long-term goals to ensure they align with your short-term goals and there is a clear focus in your professional development plans.

**Question 7:** What steps are going to take to accomplish your professional development goals and how will this course/event aid you in this? (25 points)

- Please answer the question with full sentences;
- This answer is worth the largest number of points in the application so please spend some time and focus on this particular question;
- This is where the committee is looking for a clear link between the course/conference/class that you have applied for and your overall professional development goals;
- You should link this answer back to questions five and six;
- Be sure to take the time to write a clear and comprehensive answer that will ensure the committee understands your goals and objectives;
- Spelling and grammar are important – please take the time to proof your answers.

**Question 8:** What volunteer activities/roles have you undertaken in the non-profit sectors? (10 points)

- An important part of our role as leaders in the non-profit sector is volunteering;
- Please be sure to highlight any and all opportunities you have had to volunteer in the non-profit sector;
- Focus on how these volunteer opportunities tie back to questions 5 – 7.

**Question 9:** In the past 3 years, what fundraising seminars/courses/events have you attended? (10 points)

- The committee will review your professional development to-date as part of the overall “picture” of the applicant;
- Remember to list as much information about the course as possible when applying.