



The AFP Foundation for Philanthropy - Canada seeks to advance the fundraising profession through education, training, scholarships and research. Programs will be carried out in cooperation with AFP and its chapters, which act as agents of the Foundation in accordance with CRA guidelines.

General guidelines:

All programs supported by the AFP Foundation for Philanthropy – Canada are considered Foundation programs. The Foundation must be clearly represented as participating in the holding of the program.

Educational Programs

The Foundation supports the broadening of knowledge and capacity of professionals in the not-for-profit sector. To enhance the quality of educational opportunities locally and nationally, the Foundation will support:

- a. The creation, development and/or promotion of educational events with a focus on fundraising knowledge and the standards of the profession
- b. The building of a library of fundraising publications and/or resources to serve as a resource center for those involved in fundraising and/or pursuing their CFRE
- c. Other activities that advance education and training in the charitable sector
- d. National Philanthropy Day events

Scholarships/Bursaries

The Foundation will increase accessibility to educational programs by offering scholarships and/or bursaries to individuals (members and non-members), to attend educational events relevant to the fundraising sector.

Research

The foundation will support new and innovative research pertaining to the not-for-profit sector and the fundraising profession.

2015 25% Allocation Funding Application Instructions

Eligibility

The chapter must follow the obligations as outlined in the Agency Agreement executed between the chapter and the AFP Foundation for Philanthropy – Canada. Foundation programs will be open to both AFP members and non-members, and will offer no major benefits to members over non-members.

Expenditures that will not be considered for funding include: administrative personnel, general administrative costs, membership marketing, assistance to attend-non educational programs, travel costs.

Marketing

All the event materials must indicate that the program is being offered “with the support of the AFP Foundation for Philanthropy – Canada”.

Application procedure

Funding application forms will be accepted until October 31, 2015 for approval of funding. There will be no post-funding for programs or events. Funds will be provided by mail within 30 days of the event or program start date. Required supporting documentation: a detailed budget and a copy of all marketing materials presenting the event or program as a Foundation initiative. All expenditures must be supported with receipts and invoices. These materials are not required for submission, but must be provided for audit upon request.

Required supporting documentation

Proposal

Provide a detailed description of the event/program/bursary to be offered. Include a list of any materials that will be purchased.

Budget

Provide a detailed budget for how funds will be used.

Scholarship/bursary recipient information

Provide the name and contact information (including mailing address) of the bursary recipient. Cheques from the AFP Foundation for Philanthropy - Canada will be made out directly to the bursary recipient.

Applications may be e-mailed, faxed or mailed to:

AFP Foundation for Philanthropy – Canada
260 King Street East, Suite 412
Toronto, ON M4L 6S9
cdnfoundation@afpnet.org
T: 416-941-9144 F: 416-941-9013



2015 25% Allocation Funding Application Form

Deadline: October 31, 2015

E: cdnfoundation@afpnet.org F: 416-941-9013 M: 412-260 King Street East, Toronto, ON M4L6S9

Date submitted: _____ Chapter: _____
Contact name: _____ Phone: _____
Email address: _____
Mailing address: _____
Event/program/bursary title: _____
Amount requested: _____ Date needed: _____

Chapter statement:

I, _____, President of the _____ Chapter of the Association of Fundraising Professionals affirm that our chapter will fulfill its obligations to the AFP Foundation for Philanthropy – Canada, regarding its funding of the above event/program and that:

- a. An accurate budget will be submitted, detailing how funds will be used
- b. The chapter will maintain separate financial records for this program, and keep copies of all receipts and invoices to be submitted in the event of an audit
- c. The chapter will forward final accounting and marketing materials to the Foundation within 60 days of the event or program start date

I also confirm that this event will adhere to the marketing procedures presented in the funding guidelines, and that this event will be open to both members and non-members of AFP, with no major differentiation in registration fee or benefits to members.

Signature

Date