COMMUNITY FOUNDATION
OF PRINCE EDWARD ISLAND
Your Community. Your Legacy.

2021 CFPEI Community Grants

For More Information, contact:
Community Foundation of PEI
119 Queen Street, Suite 102, Charlottetown, PE C1A 4B3
Phone 902-892-3440 | www.cfpei.ca | info@cfpei.ca

COMMUNITY FOUNDATION OF PRINCE EDWARD ISLAND
Your Community. Your Legacy.

Table of Contents

About the Community Foundation of PEI 2
Introduction 3
Community Grants 3
COVID-19 Community Impact Fund Overview 5
Agricultural Heritage Fund 7
Alzheimer Society of PEI Foundation Trust 8
Gardening Together - A Collaborative PEI Partnership 9
Island Arts and Heritage Fund 10
Jiggs & Gerry Music Legacy Fund - in honour of David 'Jiggs' Macdonald and Gerry Rutten 11
The Honorable Frank and Dorothy Lewis Community Strength Fund 12
Living Memorial Trust 13
David A. MacKay Fund 14
Gertie & Henry Purdy Visual Arts Grant 15
Souris Fund 16
Summer Islanders Legacy Fund 17
Getting Started: How to Apply 18
Creating an Account 18
Forgot Username and Password 19
What do the Icons Next to My Form Names Indicate? 19
Scholarship Application Forms 20
Submitting Your Application 22
What if I have questions? 23
Tips and Suggestions 23
Important Dates to Remember 23

COMMUNITY FOUNDATION
OF PRINCE EDWARD ISLAND
Your Community. Your Legacy.

About the Community Foundation of PEI

The Community Foundation of Prince Edward Island provides a well-established means to support philanthropic activities for Prince Edward Islanders to support community needs. We work with donors to find the best ways possible to participate, learn and serve their communities while meeting their charitable goals.

Our mission is to improve the quality of life on PEI through the creation and building of endowment funds that will enhance life for all residents. **We believe we are the ideal organization to handle any donor's philanthropic activities.**

Permanently endowed funds are established and built by donors making tax receiptable gifts which are placed in long term investments. In the case of a gift of securities, the total market value of the securities is endowed, and a charitable tax receipt is issued for the same amount thereby avoiding any capital gains tax.

Once the gift has been received by the Foundation, it is invested in the consolidated endowment portfolio for investment while retaining its individual identify for granting purposes in perpetuity.

Endowments are invested to ensure that their earnings will be adequate to fund the annual granting capacity, along with the cost to operate the fund, and inflation. This ensures the impact remains the same throughout the years.

Fund earnings are used to provide granting according to the donor's wishes to qualified charitable causes. The **Foundation's** policy is to grant 4% of the 4-year average Fair Market Value of each endowment fund on an annual basis. The **Foundation** does not grant any amount that would encroach on the principal amount. On an annual basis, the Foundation examines the donor's granting instructions to ensure the proper allocation and gifting of funds to the appropriate organizations is completed as per the donor vision.

The **Foundation** will always act in a non-biased manner to a donor's best interests to ensure the vision and legacy of each donor is adhered to in providing disbursements in perpetuity. We provide the benefit of allowing donors to create a single endowment fund in support of several causes to assist in achieving the donors' philanthropic goals. Finally, we provide the flexibility for donors to adapt granting wishes to specific areas of support if their original vision changes for any reason.

We hope to assist you in any of your philanthropic desires to leave a legacy as we strive to make Prince Edward Island an even better place to live for the next generation and beyond.

For more information, contact Kent Hudson at 902-394-3790 or by email at khudson@cfpei.ca. You can also contact any other member of the Board of Directors by contacting the CFPEI office directly at 902-892-3440 or by email at info@cfpei.ca.

Introduction

The Community Foundation of PEI partners with donors, organizations and educational institutions to ensure that those who can make a difference in our community are supported and recognized.

Granting builds upon the strengths and responds to the needs of the community. It is the most visible aspect of the Community Foundation of PEI (CFPEI) work with the community and is the core of our community foundation; it is simply what CFPEI does. As a public foundation, CFPEI fulfills federal regulations for community foundations by awarding grants to qualified donees as defined by the Income Tax Act. Our mandate is to use income from its funds for charitable purposes within the province of Prince Edward Island.

Whether we are referring to businesses that partner with charities, individuals who have made a lasting legacy through contributions to the community, or students working toward their educational goals to enable their future engagement in our community, the Community Foundation of PEI is here to support, encourage and recognize their efforts to make PEI the best place in the world to live!

Enclosed in the following package is information on all scholarships and grants that are available from the Community Foundation of PEI in 2020! All grants and scholarships have been made available by generous donors who have entrusted to administer these contributions based on their wishes.

Community Grants

Each year, through the generosity of various donors, the Community Foundation of PEI (CFPEI) is able to provide community grants for various causes throughout the Island. The Community Grants program helps make PEI an even greater place to live for everyone by attempting to strengthen all parts of the charitable sector and/or engaging citizens in building their communities.

Eligibility

To be eligible for funding an organization must be PEI-based, CRA qualified donee with a registered charitable status. The Foundation will award grants based on the following:

- Project(s) that primarily benefit the communities of Prince Edward Island
- Organizations with a Registered Charitable Number with the Canada Revenue Agency. If you are not a registered charity you will need to arrange for a registered charity to agree to oversee the project on your behalf (see below).
- Projects with definite purposes and that will be covering a specific period of time
- Scholarships and Bursaries will be awarded to educational institutes and not to individuals
- The Foundation encourages the participation of others in funding projects and, on occasion, provides matching funds or challenge grants to boost increased response from other sources

Typically, registration with Canada Revenue Agency as a charitable organization is required to be eligible to apply for a Community Grant. Incorporation as a not-for-profit is not sufficient to qualify. However, an organization that does not have charitable status can apply in a formal partnership with a charitable organization if, through the initiative in question, the non-charitable organization is helping the charity fulfill its mission and mandate. There are also a limited number of other categories of organizations that are eligible to apply directly. If you are unsure about your eligibility, please contact us.

Limitations

The Foundation will NOT consider requests for the following:

- Grants directly to individuals
- Endowment establishment or addition to endowed funds
- Annual campaigns
- Special events or fundraisers
- Sectarian or religious activities
- Party political activities or organizations
- Medical or scientific research projects
- Operating or renovation expenses
- Operating or capital deficits

Application Process

- All applicants will be required to complete an online application form. To apply online please visit our grant application portal at cfpei.eformsolutions.com
- Applicants that receive a grant over $500 will be required to complete a final report upon completion of the project. The foundation reserves the right to review the project at any time

Please note: Only successful recipients may be notified.

Reporting and Recognition

We ask that Scholarships and Grants recipients attend our CFPEI Awards Recognition event at The Rodd Charlottetown Hotel at the CFPEI Awards Event in August of each year.

Recipients will meet with the Fund Donor representative and receive your award cheque. We ask that you pose for photos and or video clips. Images will be posted on CFPEI website, social media and other media outlets.

For those organizations and groups who receive a grant of $500 or more, it is requested that they prepare and submit a brief final report upon completion of their project.

Grant award recipients are asked to do the following:

- Acknowledge the financial support of the grant by listing the CFPEI logo in any presentation, publication, signage and promotion, and publicity of the project
- Where possible, list the name the Fund from which you received the grant, so the Fund donor will be acknowledged
- Recognize the support of the CFPEI through your website, and in your annual and/or financial reports
- Upon completion of your project forward to us good-quality photographs related to your project along with signed photo release forms so we can include them in our publications and on our website

COVID-19 Community Impact Fund Overview

As the coronavirus continues to impact our world and our community, the Community Foundation of PEI has created the COVID-19 Community Impact Fund to help assist local organizations, which meet the needs of others, respond to challenges created by COVID-19. The fund will assist organizational activities in the following areas (as examples):

- *Response*- To assist organizations serving the immediate needs of the most vulnerable individuals and families. This includes shelter, food, and other physical and psychological needs, such as counselling.
- *Recovery*- To assist in stabilizing organizations in Prince Edward Island where their funding has been reduced, or their operational costs have increased as a result of COVID-19. Funding may also be directed to organizations for specific initiatives to assist vulnerable populations, further disadvantaged to a large degree as a result of the pandemic.
- *Rebuild* - To assist organizations in re-examining their current methods of operation, or to transform how they operate to more efficiently and effectively serve their clients, which may include new forms of collaboration and partnership. It may also include funds to assist in developing new business plans and models.

Eligible Applicants

Registered charities and other qualified donees whose work helps provide relief for those whose lives have in some way been impacted by the coronavirus.

Typically, registration with Canada Revenue Agency as a charitable organization is required to be eligible to apply for a Community Grant. Incorporation as a not-for-profit is not sufficient to qualify. However, an organization that does not have charitable status can apply in a formal partnership with a charitable organization if, through the initiative in question, the non-charitable organization is helping the charity fulfill its mission and mandate. There are also a limited number of other categories of organizations that are eligible to apply directly. If you are unsure about your eligibility, please contact us.

Eligibility Criteria

- ***Activities which have already received support from other COVID-19 emergency funding sources such as the Emergency Community Support Fund and/or other federal/provincial funds are ineligible. Incremental activities, that are related to a previous or ongoing project but which have not been supported through grant/emergency funding are eligible.***
- Activities must have a demonstrable relationship to COVID 19.
- Working capital and administrative costs for organizations in a recovery or rebuilding phase as a direct result of COVID 19 will be considered.

Grant Amounts

Grants up to a maximum of $10,000 per successful applicant will be available. It is expected that 20-25 grants will be awarded depending on requests and amount of funds available for granting.

Eligible Expenses

The following activities are eligible costs (Working Capital) – when making application, please provide a budget to show the specific costs associated:

- Rent (only eligible if the commercial rent program is not accessed);
- Rent or lease of equipment and machinery;
- Salaries and benefits (only eligible if not eligible or rejected through the Canada Emergency Wage Subsidy (CEWS));
- Property taxes;
- Utilities;
- Cleaning supplies;
- Additional safety measures;
- Bank interest/charges and loan repayment (interest);
- Office supplies;
- Vehicle operating expenses;
- Professional fees;
- Insurances, and
- Other fixed overhead costs and one-time stabilization expenditures.

Timing

Applications will be accepted starting March 5th, 2021 and will close when all funds have been disbursed. The fund will have weekly deadlines of Friday at 4:00pm with evaluations and approvals starting on March 19th.

How to Apply

Applications can be completed and submitted online at https://cfpei.ca/COVID-19-Funding. All applications must be completed online.

Evaluation Criteria

- Purpose (30/100) – how has COVID 19 impacted the applicant's internal operations and/or external service delivery and how will the proposed activities help to address these impacts?
- Goals and Objectives (20/100) – what is the feasibility of the activities to address COVID-19 impacts?
- Community Impact (20/100) – what are the direct and indirect impacts expected? what groups/segments of the community will benefit?
- Partnerships (10/100) – will additional partners/funding be leveraged?
- Other (20) – key elements not included elsewhere such as what is the track record of the applicant organization and its ability to successfully deliver the activities proposed?

Estimated Granting:	**$200,000.00**
Applications Open:	March 5
Application Deadline:	Weekly deadline Fridays at 4:00 pm until all funds have been disbursed

APPLY NOW

Agricultural Heritage Fund

This Field of Interest Fund was established by the Community Foundation of PEI in 2003 with an initial contribution by Dr. Tom Hall.

Criteria:

The annual grant is available to interested organizations to provide the identification, retrieval, restoration, documentation, storage and display of heritage agricultural equipment.

All projects will be evaluated using the application provided with the following:

- Purpose (30/100) – what are they key components that will be accomplished?
- Goals & Objectives (20/100) – what are they and are they achievable?
- Community Impact (20/100) – what is the ultimate impact that can be made?
- Other Partners (10/100) – is the project able to leverage additional partners?
- Intangibles (20/100) – some key elements that may not be covered within current scoring guidelines.

Estimated Granting:	**$650**
Applications Open:	March 1
Application Deadline:	May 1

APPLY NOW

Alzheimer Society of PEI Foundation Trust

This Field of Interest Fund was established by the Alzheimer Society of PEI Foundation Inc. in 2011. The fund will provide grants to organizations that provide care for persons suffering from Alzheimer disease or related dementias through public education initiatives about Alzheimer disease or related dementias, and/or support services to persons with the disease and their caregivers.

Criteria:

The annual grant is available to support organizations which provide care for persons suffering from Alzheimer's or related dementia within the following:

- To educate and increase understanding of the disease
- To distribute materials to promote the same
- To provide services which support people with the disease and their caregivers

Projects will be evaluated using the application provided with the following:

- Purpose (30/100)-what are they key components that will be accomplished?
- Goals & Objectives (20/100)-what are they and are they achievable?
- Community Impact (20/100)-what is the ultimate impact that can be made?
- Other Partners (10/100)-is the project able to leverage additional partners?
- Intangibles (20/100)-some key elements that may not be covered within current scoring guidelines.

Estimated Granting:	**$3,380**
Applications Open:	March 1
Application Deadline:	May 1

Gardening Together - A Collaborative PEI Partnership

How can we utilize food and gardening to bring our communities together and make them more self-sufficient? How do we engage newcomers, seniors, youth and other residents in the community to work together for the betterment of their communities and PEI? And how do we encourage people to grow, harvest, and preserve their own vegetables?

Criteria:

This fund awards grants that will support community togetherness and betterment through food, gardening and self-sufficiency.

- Charitable organization with an existing gardening related project or has a plan to establish a new gardening project.
- Incrementality to ensure it is not something already being done
- Newcomer engagement
- Educational components
- Youth engagement
- Collaboration and partnership
- Preserving Initiatives

Projects will be evaluated using the application provided with the following:

- Purpose (30/100) – what are they key components that will be accomplished?
- Goals & Objectives (20/100) – what are they and are they achievable?
- Community Impact (20/100) – what is the ultimate impact that can be made?
- Other Partners (10/100) – is the project able to leverage additional partners?
- Intangibles (20/100) – some key elements that may not be covered within current scoring guidelines.

NOTE: Grants will be provided as matching funds. A minimum of 25% of total project costs must be covered by applicant or supporting partners.

Estimated Granting:	**$10,000 (Maximum of $1,000 contribution per application)**
Applications Open:	March 1
Application Deadline:	May 1

APPLY NOW

Island Arts and Heritage Fund

This Field of Interest Fund was established by the Community Foundation using residual funds from the Island Arts and Heritage Stabilization Program of 2005. This fund was created to increase the visibility and sustainability of the provincial arts and heritage sector.

Criteria:

The income from this fund is intended to be used to make grants to the Island Arts & Heritage sector to promote, assist and recognize achievements in sustainability.

Projects will be evaluated using the application provided with the following:

- Purpose (30/100) – what are they key components that will be accomplished?
- Goals & Objectives (20/100) – what are they and are they achievable?
- Community Impact (20/100) – what is the ultimate impact that can be made?
- Other Partners (10/100) – is the project able to leverage additional partners?
- Intangibles (20/100) – some key elements that may not be covered within current scoring guidelines.

Estimated Granting:	**$2,400**
Applications Open:	March 1
Application Deadline:	May 1

Jiggs & Gerry Music Legacy Fund - in honour of David 'Jiggs' Macdonald and Gerry Rutten

This fund was created to honour the memory of the two prominent members of the Island musical community, David MacDonald and Gerry Rutten. Both of these men have influenced the lives of many students and people in the music community within PEI.

David MacDonald was a graduate of music from UPEI and taught for many years in O'Leary, he left teaching and purchased Sober's Music where he combined his passion for music with his passion to run his own business. He is remembered for helping many island artists as well as schools and he was extremely involvement in the music community.

Gerry Rutten was a leader in the expansion of instrumental music in the school system. He was a long standing and well-known Island educator who taught at Queen Charlotte, Birchwood, Montague, Colonel Gray and Englewood. He directed the Regimental Band, Salvation Army Band, Miscouche Community Band and started the Strathgartney Orchestra.

Criteria:
The income from this fund awards grants that support Island musicians and community groups in the following areas:

- Music Scholarships
- To assist community groups
- To run a music festival
- To purchase equipment

Projects will be evaluated using the application provided with the following:

- Purpose (30/100) – what are they key components that will be accomplished?
- Goals & Objectives (20/100) – what are they and are they achievable?
- Community Impact (20/100) – what is the ultimate impact that can be made?
- Other Partners (10/100) – is the project able to leverage additional partners?
- Intangibles (20/100) – some key elements that may not be covered within current scoring guidelines.

Estimated Granting:	**$2,500**
Applications Open:	March 1
Application Deadline:	May 1

APPLY NOW

The Honorable Frank and Dorothy Lewis Community Strength Fund

This endowment fund was established as a tribute to Hon. Frank Lewis, O.P.E.I., Lieutenant Governor of PEI from 2011 to 2017, and Dorothy Lewis, O.P.E.I., for her lifelong commitment to volunteer service, community building and their natural gift for hospitality and example of hard work.

Examples of eligible projects are:

- mental health and wellness programs in PEI;
- youth physical fitness programs;
- parents and pre-school children initiatives;
- seniors in-home care;
- community centre improvements; and
- community history projects and publications.

2020 Update: Granting from the Frank & Dorothy Lewis Community Strength Fund will support the COVID-19 Community Impact Grant.

Criteria:

The Honourable Frank and Dorothy Lewis Community Strength Fund makes financial contributions toward small to medium scale community-strengthening projects for PEI not-for-profit and community organizations and municipalities.

Projects will be evaluated using the application provided with the following:

- Purpose (30/100) – what are they key components that will be accomplished?
- Goals & Objectives (20/100) – what are they and are they achievable?
- Community Impact (20/100) – what is the ultimate impact that can be made?
- Other Partners (10/100) – is the project able to leverage additional partners?
- Intangibles (20/100) – some key elements that may not be covered within current scoring guidelines.

Estimated Granting:	**$9,500**
Applications Open:	March 1
Application Deadline:	May 1

APPLY NOW

Living Memorial Trust

This Field of Interest Fund was created in 2007 by Elinore Keuper in honor of her late husband Dr. Charles Stuerke Keuper, who relished the natural beauty of his adopted home of PEI.

Criteria:

The fund was created to provide grants to maintain and enhance private and public spaces that aid in the greening of Prince Edward Island, using native species when available.

Projects will be evaluated using the application provided with the following:

- Purpose (30/100) – what are they key components that will be accomplished?
- Goals & Objectives (20/100) – what are they and are they achievable?
- Community Impact (20/100) – what is the ultimate impact that can be made?
- Other Partners (10/100) – is the project able to leverage additional partners?
- Intangibles (20/100) – some key elements that may not be covered within current scoring guidelines.

Estimated Granting:	**$400**
Applications Open:	March 1
Application Deadline:	May 1

APPLY NOW

David A. MacKay Fund

This Field of Interest Fund was established by David MacKay's family in 2006 in honour of Mr. MacKay.

Criteria:

The Income from this fund is used to make grants to projects and organizations that are intended to improve the cardiac emergency response system on Prince Edward Island. Examples of past projects include: Purchase of automated external defibrillators (AED's), CPR Training, etc.

Projects will be evaluated using the application provided with the following:

- Purpose (30/100) – what are they key components that will be accomplished?
- Goals & Objectives (20/100) – what are they and are they achievable?
- Community Impact (20/100) – what is the ultimate impact that can be made?
- Other Partners (10/100) – is the project able to leverage additional partners?
- Intangibles (20/100) – some key elements that may not be covered within current scoring guidelines.

Estimated Granting:	**$5,100**
Applications Open:	March 1
Application Deadline:	May 1

APPLY NOW

Gertie & Henry Purdy Visual Arts Grant

This Scholarship Fund was established by Henry and Gertie Purdy help Island Artists in the Visual Arts field. This scholarship will help support any activity that encourages and supports visual arts in training, promotion, exhibition space and leadership in and to the field. The visual arts include such areas as drawing, painting, printmaking, and sculpture.

Checklist:

- ☐ Complete application form
- ☐ Personal Statement
- ☐ Portfolio of your work
- ☐ Personal Resume

Estimated Granting:	***$500.00***
Applications Open:	March 1
Application Deadline:	May 1

APPLY NOW

Souris Fund

The Souris Fund was established in 2004 by an anonymous donor in order to benefit the community of Souris.

Criteria:

Grants from this Field of Interest Fund are allocated to support charitable interests and priorities in the Souris area.

Projects will be evaluated using the application provided with the following:

- Purpose (30/100) – what are they key components that will be accomplished?
- Goals & Objectives (20/100) – what are they and are they achievable?
- Community Impact (20/100) – what is the ultimate impact that can be made?
- Other Partners (10/100) – is the project able to leverage additional partners?
- Intangibles (20/100) – some key elements that may not be covered within current scoring guidelines.

Estimated Granting:	**$1,300**
Applications Open:	March 1
Application Deadline:	May 1

Summer Islanders Legacy Fund

Several summer island residents established this Field of Interest Fund with the CFPEI in 2006 in order to encourage "Summer Islanders" to return each year.

Criteria:

Income earned from this fund supports activities that celebrate the Island as the special place summer residents call home.

Projects will be evaluated using the application provided with the following:

- Purpose (30/100) – what are they key components that will be accomplished?
- Goals & Objectives (20/100) – what are they and are they achievable?
- Community Impact (20/100) – what is the ultimate impact that can be made?
- Other Partners (10/100) – is the project able to leverage additional partners?
- Intangibles (20/100) – some key elements that may not be covered within current scoring guidelines.

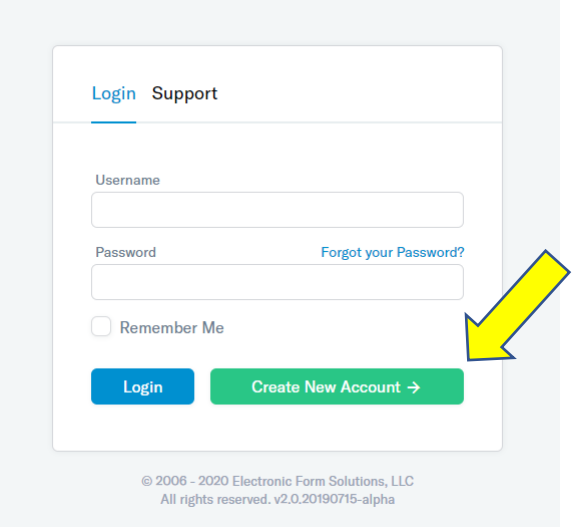
Estimated Granting:	**$390**
Applications Open:	March 1
Application Deadline:	May 1

Getting Started: How to Apply

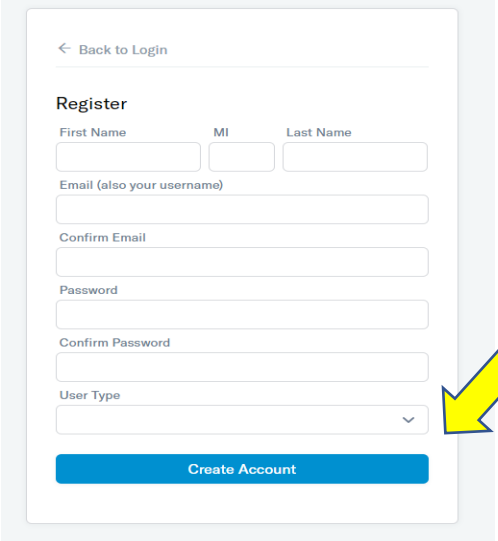
Creating an Account

Before you can use the online Scholarship and Community Grant application portal you must become a registered user. During the registration process you will be given a username (your email address) and you will create a password. If you cannot remember your username please contact the system administrator by clicking on the support tab and filling out the required fields. DO NOT create another account.

1. Go to cfpei.eformsolutions.com
2. On the login screen click on the Create New Account button



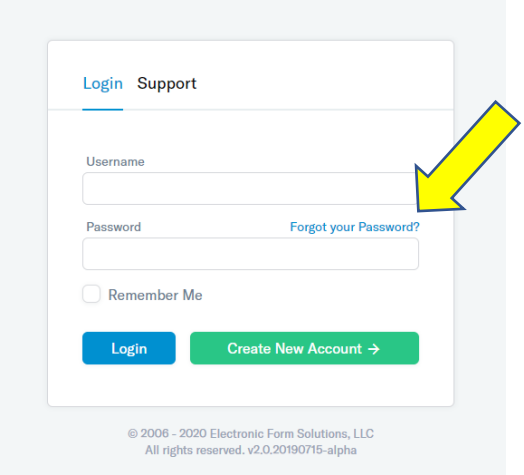
3. On the register screen please fill out all required fields. Please make sure that under User type you select whether you are a Grant Applicant or a Scholarship Applicant and then click on the Create Account button once finished.

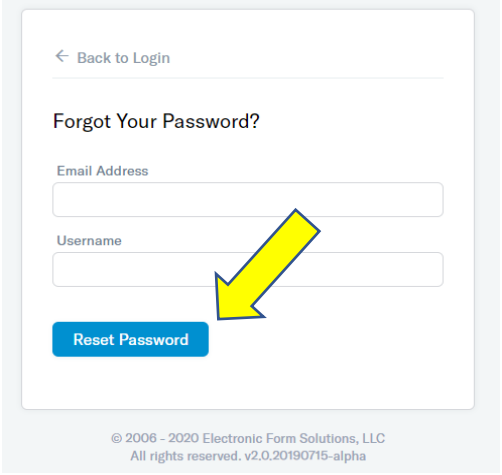


Forgot Username and Password

If you forget your password please click on the Forget your password on the login page.

Enter your email address that you used to create your account and your username (your email address) then click on reset password. An email with a reset password link will be sent to your inbox. If you are still need assistance please contact the system administrator by clicking on the support tab and filling out the required fields.





What do the Icons Next to My Form Names Indicate?

The icons that you see represent the status of each form:

A green check mark indicates that all the required fields in a form have been completed and saved.

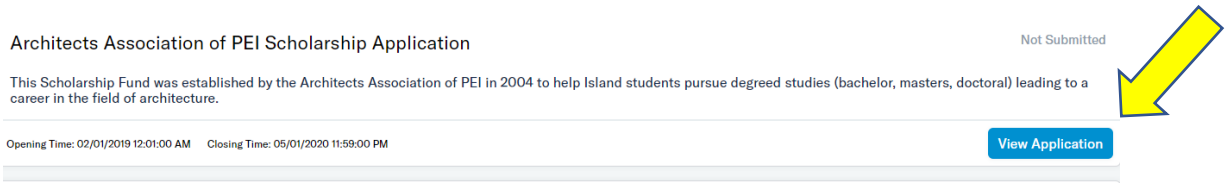
A yellow triangle indicates that all the required fields in a form have been completed but some optional fields are empty. This is only a warning and it will not prevent you from submitting your application.

PLEASE NOTE: You can submit your application with yellow triangles next to a form. Most likely some forms will always have a yellow triangle. Just review those forms to make sure you have entered all the information that you wish to have considered for the scholarships or Community Grants that you are applying for.

A red exclamation point is shown when at least one required field in a form is empty or contains an invalid entry. Your application cannot be submitted while any of the forms are incomplete. If you click on the section name to open the section, the required fields or fields with invalid data will be highlighted in red.

Scholarship Application Forms

The Community Foundation of PEI (CFPEI) has individual application forms for each of our Scholarships and Community Grants. To see if you meet the conditions of eligibility and to apply click on the view application button beside the Scholarship or Community Grant that you are viewing.



Once you have clicked on the View Application button you will see the application form sections on the left-hand side of the page. These sections need to be complete in order to submit your application.

Each scholarship and grant applications have sections that are the same and others that are different. These are dependent on the conditions of eligibility and documents required. Here is a brief overview of the different application sections:

INTRODUCTION

In this section you are given an overview of the scholarship or Community grant: conditions of eligibility, suggested guidelines for references (if required).

PERSONAL INFORMATION

For Scholarship applicants. In this section you are asked to fill out all the mandatory fields of your basic personal information.

APPLICANT INFORMATION

For Community Grant applicants. In this section you are asked to fill out the information for the organization that is applying.

PERSONAL STATEMENT

In this section you are asked to write a personal statement on a variety of topics depending on the specifics of the scholarship that you are applying for. The topic will be identified in the personal statement section of the scholarship that you are applying to.

STATEMENT OF FINANCIAL NEED

In this section you are asked to write your financial need, there is an outline in this section explaining what topics to highlight when writing your statement.

MANDATORY DOCUMENTS

In this section you will have the ability to upload the required additional documents for the scholarship you are applying for. Each scholarship asks for different mandatory documents. Examples of additional documents that you might have to submit depending on the scholarship that you are applying for are as follows: Transcript of marks, confirmation of acceptance, references, portfolio of your work, resume, volunteer hours.

ADDITIONAL NOTES

In his section you have the ability to write anything else that you would like the Selection Committee to know about your application.

ESSAY

In this section you have to write an essay on the topic as outlined in the scholarship application you are applying for.

ACTIVITIES

In this section you outline your active role in any of the following: community development, volunteer work, or political involvement.

PROJECT DESCRIPTION

For community grant applicants. Each topic in the section has to be filled out. This is where you would write about your project and how it relates to the theme outlined in the conditions of eligibility for that particular community grant.

SIGNATURE

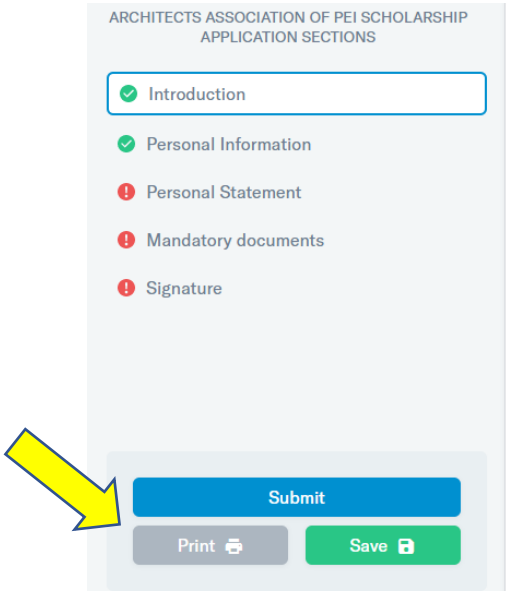
This section requires your electronic signature to confirm that you understand that your responses and information that you provided in your application are true and factual and that you completed the application yourself.

Saving Your Application

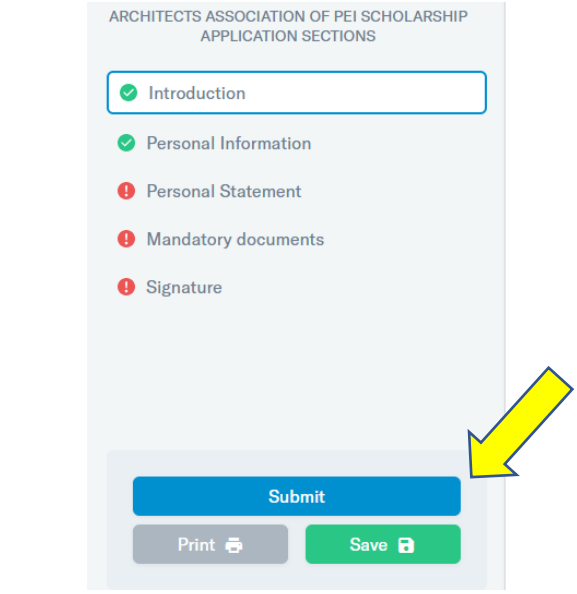
After you fill out any data in your application you can save your application by clicking on the save button. You can work on the application in multiple sessions. Once you click the save button, your data will be saved. You can log off and log back in later before the application end time to complete and submit your application.

Submitting Your Application

Once you have completed all the sections required for the scholarship you are applying for you can submit your application. Before doing so please ensure that you save your work. You can print a copy of your application by clicking on the print button.



To submit your application please click on the blue submit button. You will receive an email confirming your application was received successfully.



What if I have questions?

If you have any questions or are having any technical difficulties please contact the system administrator by clicking on the support tab and filing out the required fields or by email at info@cfpei.ca

Tips and Suggestions

- Please ensure that you save your work by clicking on the diskette icon.
- You will not be able to submit your application until all additional documents are uploaded.
- Please note you can save your work and come back to your account at a later time to complete and add additional documents as you receive them.
- Please ensure that you leave enough time to request additional information required as they will not be accepted after the application deadline of May 1, 2020
- You will not be able to submit your application until you have completed all the application sections required for that scholarship.

Important Dates to Remember

Please take note of these important dates and deadlines

March 1	Application portal for Scholarships and Community Grants ***OPENS***
May 1	Application portal for Scholarships and Community Grants ***CLOSES***
August	Annual Awards Recognition Reception-Awards given to our 2020 Scholarship and Community Grant recipients.
August 1	Application portal for St. Andrews Scholarship ***OPENS***
October 31	Application portal for St. Andrew's Scholarship ***CLOSES***