

EDMONTON PUBLIC TEACHERS' CHARITY TRUST FUND CHARITY GUIDELINES AND APPLICATION FORM

STATEMENT OF PURPOSE

The Edmonton Public Teachers' Charity Trust Fund is a fund that is built through donations by individual Edmonton Public Teachers. These funds are designated every November to organizations that support Edmonton area children and their families.

CATEGORIES OF GIVING

The fund consists of donations that are split into four categories. Those categories are as follows:

1. Local programs that support Edmonton children and their families **(70%)**
2. General community support **(25%)**
3. Support international teachers in developing countries **(3%)**
4. A contingency fund for emergency responses that arise **(2%)**

SELECTION CRITERIA

The criteria for selection and the amount of donation is based on the evaluation of:

1. How the donation will enhance the quality of life for Edmonton students and/or their families;
2. How the donation will impact the basic or educational needs of Edmonton students and families;
3. What percentage of the donation amount supports the initiative and what percentage goes towards administrative costs;

and the consideration of:

4. Whether the project is a new or existing initiative;
5. The scope of the project, how many individuals will be affected and how profoundly;
6. A breakdown of the budget for the initiative.

SELECTION COMMITTEE

The Selection Committee shall consist of five members at large elected by the Council of School Representatives and the Vice-president of Finance who is Chair of the Donations Committee.

**EDMONTON PUBLIC TEACHERS
CHARITY TRUST FUND**

APPLICATION FORM

Agency Name: _____

Mailing Address: _____

Contact Person: _____

Position: _____ Email: _____

Phone: _____ Fax: _____

*Charitable No: _____ (required)

*Amount requested: _____ (required)

Please note that incomplete application forms will not be considered.

The Edmonton Public Teachers' Charity Trust Fund is unable to support capital projects.

As the fund is distributed each November, application forms must be received no later than October 31 for consideration and scoring for the current school year.

SCORED ITEMS (each item is scored from 1–4)

1. How will this donation enhance the quality of life of Edmonton students and/or their families?

2. How will the donation impact the basic or educational needs of Edmonton students and families?

3. Please indicate approximately what percentage of the donation amount supports the Initiative and what percentage goes toward administrative costs?

Initiative: _____ %

Administrative costs: _____ %

INFORMATION ITEMS

1. Is this or new or existing initiative within your organization? If new, is it possible to provide a follow up on the progress of the initiative should your organization be awarded funds? If existing, is it possible to provide highlights of past success?

2. Tell us about the scope of your project; how many individuals will be affected by this donation and how profoundly?

3. Please provide a breakdown of your budget for the funds requested and how the funds will be used.

Date: _____

Signature: _____

Printed Name: _____

Official Position: _____

Return by **OCTOBER 31** to:

**Edmonton Public Teachers Local
401, 11010 142 Street NW
Edmonton, AB T5N 2R1
Fax: 780-453-1407
Email: info@edpub.org**