



# The Muttart Foundation

## BURSARY APPLICATION FORM

### Overview

The Foundation offers two bursary programs as part of its work to enhance the ability of charities to better serve Canadians. We view the building of organizational capacity through staff development as crucial to improving effectiveness in programs, services and administration. We also see it as essential to fostering leadership within and across organizations.

Often groups do not have the resources available to provide training opportunities for staff and key volunteers. Through its two bursary programs, the Foundation awards grants to pay for tuition or registration costs for short-term courses, workshops or other formal training opportunities. The proposed training must include a knowledge or skill component that has the potential to increase the capacity of the individual staff member or key volunteer to contribute to meeting the organization's mission.

### Eligibility Requirements

Funding is provided to **registered charities**, not to individual staff or volunteers, and covers course, program or workshop fees, not incidental or travel expenses. The staff member or key volunteer who will attend must be identified before the charity applies.

Courses or programs must be offered by an educational institution, a non-profit organization or a registered charity.

Eligible charities include **social service** and **early childhood education and care** agencies in **Alberta** and **Saskatchewan**.

Ineligibility: Groups that are not registered charities or those which have, as their main purpose religion, education, health or the arts may not apply.

### Additional Information

For additional information regarding our bursary programs and eligibility requirements, please visit our website at [www.muttart.org](http://www.muttart.org) or contact the Foundation's office at (780) 425-9616 or toll free at 1-877-788-5437.

The completed application form and supporting documentation should be mailed to:

The Muttart Foundation  
Suite 1150 Scotia Tower 1  
10060 Jasper Avenue  
Edmonton, AB T5J 3R8

---

**REQUESTED INFORMATION**

Legal Name of Organization:

Charitable Registration Number:

Address:

Phone:  Fax:

Website:

Executive Director:

Primary Contact for Application:

Name of course or program for which you are seeking a bursary?

Which educational institution or non-profit organization is offering the course or program?

Where is it being held?

When is it being held?

What is the name and title of the individual for whom you are seeking the bursary?

Why does this individual want to attend this course or program?

What benefits does this individual expect to see as a result of attending this course or program?

How will the information this individual gains from this course or program be passed on to other people involved in your organization?

What is the full amount of the bursary that you are seeking?	<input type="text"/>
What is the registration or tuition fee?	<input type="text"/>
What is the agency's contribution?	<input type="text"/>
What is the registrant's contribution? (if any)	<input type="text"/>

**IF YOU ARE REQUESTING A BURSARY OF \$1,000 OR MORE**

Bursary of \$1,000 or more will carry a return-service commitment. This may be expressed in terms of continued employment with your organization (minimum of 12 months following the training). Alternatively, it may be expressed in terms of action – holding seminars or workshops for people within and outside your organization to pass on the information you learn. If you have suggestions for appropriate conditions, please include a letter outlining them.

Please provide us with the names and telephone numbers of the senior staff members of your organization AND the chair of your board.

**SENIOR STAFF PERSON**

Name:	<input type="text"/>	Telephone:	<input type="text"/>
Title:	<input type="text"/>		

**BOARD CHAIR**

Name:	<input type="text"/>	Telephone:	<input type="text"/>
-------	----------------------	------------	----------------------

**APPLICATION CHECKLIST**

- A copy of the description of the course or program
- Your audited financial statements for the last completed fiscal year
- Your budget for the current fiscal year

## GRANT CONDITIONS

Please review the following undertaking carefully. It should be signed by the senior staff member of the organization or by the board chair (if the bursary is for the senior staff person or a volunteer).

If The Muttart Foundation grants the requested bursary, we agree:

We will return the bursary if the person named in the application cannot or does not attend and complete the course or program. This will not apply if The Muttart Foundation agrees, in advance, to allow us to substitute some other person.

The person attending the course or event will send The Muttart Foundation a written report within 60 days of the course or event. The report will include the person's assessment of the course or program, as well as a copy of a receipt proving the registration or tuition fees were paid.

---

Signature of Authorized Officer

---

Date