



Chemical Institute of Canada | **Chemical Education Fund**  
Institut de chimie du Canada | **Fonds pour l'enseignement de la chimie de l'ICC**

## CEF Terms of Reference

The "Chemical Education Fund" is a registered charity and tax receipts are provided for donations.

Income for the funds comes from donations made by corporations and individuals and from interest earned on investments. In recent years this has amounted to \$30-\$35,000 being available annually. Four Directors, appointed for three-year terms by the CIC Board meet annually to review applications for support from various groups within the Institute, and to approve as many as possible within the limitations of income and consistent with the purposes of the Trust Funds.

The income of the Fund shall not be used to support projects primarily of a local nature, the routine operation of the CIC, nor projects of value only to the personal economic interests of members.

For an application to be considered and have a chance to be successful, here are a few "tips":

- Include a detailed budget with the outline for the proposed project, showing where the CEF money will be used.
- If repeat funding is being requested, include a report on what has been achieved with earlier funds, together with the budget for the next year.
- The Directors are willing to consider supporting awards and prizes at student conferences, under the following circumstances: the conference should involve more than one educational institution, a registration fee should be charged, and an estimate of the attendance and the number of papers to be presented should be provided.
- The CEF will not support travel expenses related to a project.
- Except in unusual circumstances, the Directors prefer not to support a project for more than a few years. The Directors prefer to support successful projects only until other means of support can be found. This helps to ensure that funds are available to launch new projects.

The Directors are always looking for new ideas and imaginative proposals.