



## Tips for a Successful CEF Application

### How is the Funding Carried Out?

The CIC Chemical Education Fund (CEF) Board of Directors meets annually to review grant applications to fund chemical outreach activities, the purpose of which is to educate the Canadian public, and in particular, Canadian youth about the importance and role of chemistry in everyday life. The Board strives to approve as many grants as possible within the limitations of income and consistency with the purpose of the CEF. Income for the funds comes from charitable donations made by corporations and individuals, and from interest earned on investments. In recent years, \$30,000-\$35,000 has been available annually.

The Fund is to be used to support projects primarily of a regional or national level. New, imaginative proposals requiring seed money to get started are particularly encouraged.

### How to Apply

To apply for funding from the CEF, fill out the Application Form and submit it along with any background material to:

Awards Manager  
Chemical Institute of Canada  
222 Queen Street, Suite 400  
Ottawa, ON, K1P 5V9  
or by e-mail to [awards@cheminst.ca](mailto:awards@cheminst.ca)

The deadline is December 15 of the year previous to that in which support is being requested.

### Tips for Success

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 school, 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.
- The CEF generally does not support salaries.

- Except in unusual circumstances, the directors prefer not to support a project for more than a few years. The Trustees 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.

Grant recipients are asked to complete a Grant Report Form by the December 15 deadline the following year to summarize the success of their initiative or to provide updates on an ongoing project. Please request the Grant Report Form from:

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