

Committee Terms of Reference
For the CFAN Empowerment Fund
Revised February 16th, 2012

Purpose:

- To provide financial bursaries to individuals and families living with Fetal Alcohol Spectrum Disorder in order to increase and promote their opportunities for growth.

Objectives:

- To provide a maximum of \$5000 fundraised dollars back to the FASD community per year as long as the funds are available.

Criteria:

- The maximum amount an individual can apply for per round is up to \$750.
- If an applicant is not successful they will be welcome to re-apply in the next round.
- Priority will be given to individuals who have not received funds previously.
- Funds to be used for courses and classes (**Excluding Core Education**), tutoring, employment readiness and health and wellness.
- Applicant must demonstrate they are receiving support from a program that works in the area of FASD.
- Applicants need to make sure that funding is not available elsewhere. The applicant must document where they have searched.
- Applications will be reviewed every four months; August, December and April.
- A maximum amount to be allocated each round will be determined by the Leadership Team annually.
- Returned/unused funds will be added back to the fund.
- Applications will be reviewed using a ranking form.

Membership:

- The committee membership will consist of 4 members from the greater CFAN Network, one representative from the Foundation as well as the CFAN staff. The CFAN staffs are non voting members.
- There will be no more than one representative per agency on the committee.
- It is preferred that there is representation from children and adult agencies, both rural and urban.
- The term of service for committee member positions is 2 years with the opportunity for a one term extension.
- The bursary committee will meet after each application deadline and as needed. The applications will be given to the working group for review one week prior to each meeting date.

- If a committee member has a conflict of interest with an application (i.e. on caseload), the committee member will not have a vote.
- Where possible, decisions will be made on a consensus basis. Where consensus is unable to be attained, the decision will be made by a vote with majority carrying the vote. Quorum is 3 voting members.
- The chair position is filled and chosen by the members of the committee. The term of services for the Chair is 2 years however in the event they miss 2 meetings, they may be asked to step down.
- If there is a vacancy on the committee, it will be filled by a member of CFAN in good standing. The remaining committee members will recruit a member to fill the vacancy for the remainder of the term. The appointment will be made within thirty days of the vacancy.

Accountability:

- The bursary committee is accountable to the CFAN Leadership Team and the CFAN Network.
- There will be no appeals process.
- The fund will be advertised on the CFAN website and within the CFAN Network meetings.
- The committee will report back to the CFAN Network at the Year in Review starting in 2010.
- The committee will take meeting minutes at each scheduled meeting. All discussions from committee meetings not noted in the official meeting minutes will be deemed confidential.
- The committee will provide a report back to the Leadership Team quarterly.
- The committee will evaluate the granting process annually and will report back to the Leadership Team by the end of February.
- The CFAN Coordinator will collect applications via the mail or email.
- Successful applicants will provide a verbal or written report back to the committee regarding the use of the funds and how it impacted their lives.
- Unsuccessful applicants will be via a written letter.
- The funds will be paid directly to the organization or individual providing the service(s).
- The funds will be paid to the organization or individual by the CFAN fiscal agent.
- Applicants will be asked to complete a Consent form in the event that CFAN staff may need to contact support staff, caregivers or agencies if more information is needed for an incomplete application.

Activities:

- Develop advertising material and plain language application form.
- Develop the ranking process and update as necessary.
- Review applications.
- Distribute financial bursaries according to the distribution considerations.

- Develop reporting process and report at annual Year in Review meeting.
- Announce the bursary amount at the CFAN Fundraiser event.