



POLICY:	Awards and Bursaries
POLICY NUMBER:	4.06
ISSUING AUTHORITY:	Community Foundation of Portage and District Inc.
APPROVED:	June 18, 2019
LAST REVIEWED:	February 12, 2025
NEXT REVIEW:	February 2028

Purpose:

The purpose of this policy is to determine the types of Awards and Bursaries CFPD administers.

Types of Awards and Bursaries:

There are two sub-categories of Awards and Bursaries administered by CFPD:

1. Those for whom the endowment monies were originally received from the Portage la Prairie School Division (PLPSD) through various funds. CFPD pays the earned income from the funds to PLPSD on a yearly basis and then Portage Collegiate High School (PCI) selects the recipients and PLPSD awards the monies.
2. Those for whom recipients are selected by the Awards and Bursary Committee of the CFPD. Endowment monies were originally received from individual donors who have entered into a Fund Agreement with CFPD that outlines the criteria for selection of successful applicants. CFPD receives the applications, selects the recipients and awards the monies directly to the post secondary educational institute.

Committee:

The Awards and Bursary committee shall consist of board members and community volunteers who have expertise in the local school and post-secondary education systems.

Granting principles:

While it is impossible to address every scenario, the following **general principles** apply:

1. Students must:
 - a) Have graduated from a high school within Portage & District.
 - b) Be registered or accepted in a post-secondary educational institution.
 - c) Meet the other Eligibility Criteria for the Award/Bursary being applied for.
 - d) Provide their current mailing address and Social Insurance Number (SIN) for the completion of required tax documentation prior to the release of any funds, if the bursary/award amount is over \$500.00.
2. Notwithstanding #1, if there are no applicants who meet all the Eligibility Criteria, the Committee has the discretion to grant an Award/ Bursary to an applicant who does not meet all the Eligibility Criteria, considering the founder's expressed wishes.

3. The Award/Bursary must be used to offset tuition costs and may not be used for other expenses. Any unused funds must be returned to CFPD.

Establishment of Awards/Bursary Funds:

The following **general principles** apply:

The donor(s) establishing a fund must enter into a Fund Agreement with CFPD. CFPD will use the general Fund Agreement template, as approved by the Board and amended from time to time.

1. Eligibility Criteria – Connection to Portage and District: Generally, an Award/Bursary should benefit a student who resides in, has resided in, or has significant other connection(s) to Portage and District. Exceptions may only be made if the founders of the Award/Bursary reside in, have resided in, or have significant other connection(s) to Portage and District, and Board approval has been given to the proposed Fund establishment and Eligibility Criteria.
2. As with all grants, award and bursary funds must be consistent with the objectives of the Foundation.

Responsibility:

Review, and revision of this policy if required, with subsequent recommendation to the Board for approval.