

## TERMS OF REFERENCE FOR ALL PROJECTS

General criteria for any and all applications

- 1) All fund specific criteria must be met. That is, any specific criteria for a designated grant must be met as well as the following criteria.
- 2) A Canadian\* home economist MUST be associated with the project. This can include, but not be limited to a home economist, family studies teacher, dietician, nutritionist or other professional in a home economics related field.
- 3) Funds will not be made to school based activities that would normally be funded by a school.
- 4) Food: funds will be provided for food items if the food is used for educational, program, or research purposes.
- 5) Funds will not be provided for food related to hospitality e.g. breaks, meals at conferences or seminars.
- 6) Capital Assets: funds will not be provided for capital asset items. This includes but is not limited to items such as computers, recording devices, sewing machines. Certain software may be considered. The Board will retain discretion to review all capital asset item requests.
- 7) Travel: eligible travel expenses include mileage or air fare for a guest speaker, request must be made by the group bringing in the speaker. Funding will not be provided for personal travel to conference, workshops, or other professional development.
- 8) Graduate student research will be funded under the Graduate Student/Verna M. Lefebvre Award. Student research will not be considered under any other awards/fund.

\* A home economist/human ecologist who is a Canadian citizen, permanent resident or landed immigrant.

**NOTE:** Designated Funds may have additional criteria. For further information, see the specific application requirement for each fund.

The Board reserves the right not to award any funds on an annual basis dependent upon applications received.