



Terms and Conditions

Eligibility

1. Applicants must be a current recipient of an award through the Killam Fellowships Program, or an alumnus or alumna of the Program, in order to be eligible.
2. Given that the Killam Community Action Initiative is a volunteer-based program, applicants will be deemed ineligible if they request:
 - a. funding for projects outside of Canada or the United States, or
 - b. funding to be used for salaries, stipends, honorariums or any other means of financial compensation to project participants and partners.
3. Applications must be submitted to the *Foundation for Educational Exchange between Canada and the United States of America*.
 - a. Applicants are encouraged to submit their applications online. The applications can be found on the [Killam Fellowships website](#).
 - b. Prospective applicants may also find a hard copy of the applications at this location and may complete the document by hand and submit it by post to the following address:

Killam Community Action Initiative
c/o Fulbright Canada
2015-350 Albert Street
Ottawa, Ontario, Canada
K1R 1A4

Selection Process

1. Applications will be reviewed based on their own merit as they are received. Successful applicants will be notified shortly thereafter.
2. Applications will be reviewed based on the following criteria:
 - a. the potential for positive impact on the community, particularly among youth;
 - b. the degree of alumni, community, and partner engagement;
 - c. creativity in achieving program mandate;
 - d. cost effectiveness; and
 - e. project visibility and promotion.
3. While the Foundation will entertain proposals with an open-ended time frame, preference will be given to proposals that will be completed during the current cycle (ending August 2012).

4. Preference will also be given to proposals for collaborative projects between multiple Killam Fellows and alumni.
5. Awards may be used in different geographic locations, provided they are within Canada and the United States and that the multi-site format makes sense in terms of the project.

Financial Details

1. In order to receive funding for the award, successful applicants must sign and return the grant agreement and agree to the stipulations, rules and regulations set-out therein.
2. Upon receipt of the successful applicants' grant agreement, a cheque made out to the individual grantee in the amount set out in the grant agreement will be sent to the address indicated by the grantee on their grant agreement. Alternatively, funds can be transferred electronically to the recipient's RBC or Bank of America account.
3. Funds will be provided in the currency of the country in which the award will be taken up. (In the event that a successful applicant receives funding for a project that is to take place in multiple locations in both Canada and the United States the grantee will be required to identify which expenses are in each currency and the grant will be administered accordingly).
4. All funds must be used for the purposes set out in the project proposal.

Reporting

1. Upon completion, the Killam Community Action Initiative grantee must complete a report summarizing their activity, program or event. This report must be completed no more than 10 business days from the end-date specified in the grant agreement.
2. Grantees are strongly encouraged to document their activity, program, or event using video, photographs, or other forms of media that may be used by the *Foundation for Educational Exchange between Canada and the United States of America* in future promotional activities relating to the Killam Community Action Initiative and/or other Foundation events or programs.
3. Grantees must provide original receipts for all expenses relating to the project. Any and all unused funds must be returned to the Foundation for Educational Exchange between Canada and the United States of America to be used for future grants and/or awards.