

## ENDOWMENT FUND GUIDELINES

We are able to disburse the interest earned from the following endowment funds:

- Brian Dunne Housing and Accessibility Fund
- Elizabeth Leighton Training and Education Fund
- Fulford Family and Consumer Fund

### Eligibility

- Interest earned through endowment funds will be awarded to individuals
- The recipient may or may not be someone supported through PHSS
- The recipient may or may not be waiting for support
- Amounts up to \$1,000 will be considered, based on availability of funds.
- Amounts in excess of \$1,000 will be considered for exceptional situations and availability of funds.

### Selection Process

When an application for funding is received:

1. The selection committee of the PHSS Foundation will review the application for eligibility;
2. The selection committee will review applications to ensure completeness, draft a report to the PHSS Foundation Board and include recommendations;
3. The selection committee will present the report to the PHSS Foundation Board for final review and approval;
4. The PHSS Foundation Board will award and disburse the funds.

### Additional Considerations

- All individual applications will be received however; priority may be given to applicants where PHSS provides supports.
- Requests that are aligned with the purpose of the funds will qualify.

## ENDOWMENT FUND APPLICATION

### A. Nature of Request:

What is the purpose of the funding? Please write a short description.

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### B. Supporting Documentation:

I have attached a quote and further documentation i.e. other/additional sources of funding.

YES  NO

Amount Applied For: \_\_\_\_\_

Fund Applied For: \_\_\_\_\_

### C. Contact Information:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

### D. Application Deadline:

The application form and supporting documentation may be submitted to:

PHSS Foundation  
620 Colborne Street, Unit 101  
London, ON N6B 3R9  
[info@phsscommunity.com](mailto:info@phsscommunity.com)