

**DIOCESE OF EASTERN NEWFOUNDLAND AND LABRADOR**  
**ANGLICAN CHARITABLE FOUNDATION FOR CHILDREN**  
**BOARD OF TRUSTEES**  
22 Church Hill  
St. John's, Newfoundland and Labrador  
A1C 3Z9

To: All Parish Clergy

Re: ACFC Board of Trustees Guidelines - January 2022

Greetings,

Please take a moment to refresh yourselves on the revised ACFC Guidelines and application forms.

Applications may be submitted by Canada Post, fax 576-7122 or by email to Church House no later than **noon on the day of the meeting**. Note that the amounts listed for assistance are maximum amounts. We can only provide assistance within each of the categories listed in the memo to those who have an Anglican affiliation (i.e. a member of church Youth Groups, Sunday School, C.L.B. etc..). A brief note giving some background is always a great help to the Trustees. Please **complete all** questions, if there is information not completed the application will be put on hold. Information gathered is considered confidential. **Applications should be completed by the parish priest or designate and not by the applicant.**

Please note the form we use is a Tri-Diocesan form and we ask you use it only and without modifications.

Parishes may claim HST provided they obtain and keep the original store receipt from the recipient.

With the exception of Memo item 'E', we cannot guarantee a Parish will be reimbursed any expenditures. **Do not assume** because your parish provided assistance that ACFC will refund that amount. We keep close records. In some instances individuals apply through more than one parish. Cheques are sent to the Parish and we ask **information be kept confidential**. There must be an Anglican affiliation. If none is provided the application will not be processed.

Note the Bursary application may be printed back to back.

Please include the institution confirmation of:

1. Previous semester marks,
2. Current proof of Registration and
3. Current course load showing full-time status.

You or your Parish Treasurer are asked to please **sign and return the acknowledgement form that is enclosed with your cheque** indicating the funds were distributed for the specified request. This is a request of our auditors. If we do not receive the acknowledgement form further grants may be withheld.

**Please note dates** for 2022 ENL Board of Trustee Meetings are:

February 7	March 7	April 4
May 2	June 6	September 12
October 3	November 7	November 28

If you have any concerns or questions or how to complete the application please do not hesitate to contact myself, The Rev. Eli Evans at [heartdelightanglican@eastlink.ca](mailto:heartdelightanglican@eastlink.ca) or The Rev. Linda Budden at [norlin289@gmail.com](mailto:norlin289@gmail.com).

John+  
ACFC Trustee Chair – ENL

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**2022 ACFC Maximum Funding Guidelines**

**A. Clothing and Footwear Assistance** (once per twelve-month period):

Preschool - 8	\$150
Ages 9 - 15	\$200
Ages 16 - 19	\$250

**B. Bursaries:**

1. Bursaries will be in the amount of \$500.00 per semester.
2. Bursaries will be given to full-time students only.
3. Applicants must be no older than 25 years of age and must be completing their first degree.
4. Bursaries will not be given for second-degree programs and to second career persons.
5. **Applicants will be required to include confirmation of current course registration, a copy of marks for the last completed semester and proof of full-time status.**
6. No more than two bursaries will be granted in any twelve-month period.
7. It will be necessary to complete separate applications for each Bursary, with the appropriate documentation as indicated in (5) above.

In determining a "family income," income from an applicant's parents or guardians will NOT be considered where the applicant is:

- 1) not living with a parent or guardian and
  - i) has been in the labour force for two years, or
  - ii) has been out of high school for four years
- (2) married and supporting a spouse and/or child(ren)
- (3) not married but supporting a child(ren)
- (4) living in a common-law relationship and supporting a spouse and/or child(ren)

**C. Medical:**

For a child requiring hospitalization or transportation to receive treatment, an amount of up to \$1,000.00 annually per child.

**D. Fire or any other Emergency:**

For a family with a child(ren), up to \$1,000.00 annually.

**E. Reimbursement to a parish for Emergency Assistance:**

Up to \$100.00 per family annually. (This reimbursement is available only for assistance provided to families where a child(ren) are involved).

**F. Special Circumstances:**

A discretionary allowance of up to \$1,000.00 annually for Anglican children who have special needs as demonstrated to the Board of Trustees.

**G. Church Camps:**

Payment of registration fee as set by the camp and will include a 'tee-shirt' where available.

**H. Income:** To qualify for assistance, the gross family income shall be less than \$40,000 or at the discretion of the Board of Trustees