

# NFP Governance Essentials Program (NFP Program)

## Application for Admission

### NFP GOVERNANCE ESSENTIALS PROGRAM (NFP PROGRAM)

The NFP Program is a national governance education program jointly developed by the Institute of Corporate Directors and the Rotman School of Management, University of Toronto. The program is delivered nationally in collaboration with leading schools across Canada for directors and executive directors of small and large not-for-profits.

### ELIGIBILITY FOR THE NFP PROGRAM

The NFP Program admissions policy has been developed with a belief that positive learning environments are best achieved when a class is constructed by balancing diversity, experience, and the ability of participants to contribute positively within the group.

To be eligible for admission into the NFP Program, applicants are required to have either board experience, senior management experience, or professional experience. Preference will be given to applicants who have demonstrated experience with, or a desire to become involved in, the governance of not-for-profit organizations. Space is limited and there is no guarantee of admission into the program. Preference will be given to those with the most applicable experience and to address issues of diversity within the class setting.

### REQUIRED FROM APPLICANT

To submit a complete application to the Admissions Committee of the NFP Governance Essentials Program (NFP Program), please send the following to the Institute of Corporate Directors in Toronto:

- 1) Completed application form

Applicants are strongly encouraged to submit a complete application as early as possible. All applications are date stamped and only completed applications are reviewed.

### NOTICE OF ADMISSION

The NFP Program has an Admissions Committee that reviews all applications for program eligibility. Results are communicated to applicants by email within 2 weeks of receipt of an application.

### MEMBERSHIP IN THE ICD

The Institute of Corporate Directors is committed to providing its members with a wide range of tools, resources and services that support them in being effective directors and creating high-performing boards.

If you are currently a non-member of the ICD, with your application for admission into the NFP you will receive a complimentary one-year ICD membership (Value of \$395).

## PROGRAM COST

A one-time tuition payment of \$2,500 plus applicable taxes.

Location	Price	Tax rate*	Tax amount	Total
CALGARY	2,500.00	5% (GST)	\$125.00	\$2,625.00
EDMONTON	2,500.00	5% (GST)	\$125.00	\$2,625.00
HALIFAX	2,500.00	15% (HST)	\$375.00	\$2,875.00
MONTREAL	2,500.00	14.975% (GST + QST)	\$374.38	\$2,874.38
OTTAWA	2,500.00	13% (HST)	\$325.00	\$2,825.00
PRINCE GEORGE	2,500.00	5% (GST)	\$125.00	\$2,625.00
SASKATOON	2,500.00	5% (GST)	\$125.00	\$2,625.00
ST. JOHN'S	2,500.00	15% (HST)	\$375.00	\$2,875.00
TORONTO	2,500.00	13% (HST)	\$325.00	\$2,825.00
VANCOUVER	2,500.00	5% (GST)	\$125.00	\$2,625.00
VICTORIA	2,500.00	5% (GST)	\$125.00	\$2,625.00
WINNIPEG	2,500.00	5% (GST)	\$125.00	\$2,625.00

\*Taxes are based on program location.

## ELIGIBILITY FOR RBC FOUNDATION SCHOLARSHIPS

A limited number of need-based RBC Foundation Scholarships, valued at \$2,500 each, are available for each NFP offering to support the participation of not-for-profit board members and executive directors who otherwise may not be able to participate in the program due to financial considerations.

Scholarship applications must be submitted along with the admissions application, prior to the application deadline. There is no guarantee of receiving a scholarship. All decisions are final. Applicants for RBC Foundation Scholarships must submit a detailed letter (no more than two pages in length) that addresses all scholarship eligibility criteria and additional considerations. Decisions will be communicated to applicants within ten (10) days following the application deadline.

*Please refer to pages six (6) and seven (7) of this form for eligibility criteria and additional considerations.*

For RBC Foundation scholarship applicants only.

Location	Price**	Scholarship	Total
CALGARY	\$2,625.00	-\$2,500.00	\$125.00
EDMONTON	\$2,625.00	-\$2,500.00	\$125.00
HALIFAX	\$2,875.00	-\$2,500.00	\$375.00
MONTREAL	\$2,874.38	-\$2,500.00	\$374.38
OTTAWA	\$2,825.00	-\$2,500.00	\$325.00
PRINCE GEORGE	\$2,625.00	-\$2,500.00	\$125.00
SASKATOON	\$2,625.00	-\$2,500.00	\$125.00
ST. JOHN'S	\$2,825.00	-\$2,500.00	\$325.00
TORONTO	\$2,825.00	-\$2,500.00	\$325.00
VANCOUVER	\$2,625.00	-\$2,500.00	\$125.00
VICTORIA	\$2,625.00	-\$2,500.00	\$125.00
WINNIPEG	\$2,625.00	-\$2,500.00	\$125.00

\*\* Price includes applicable taxes.

In those cases where an applicant for a scholarship is unsuccessful, the applicant will be notified and given the option to accept admission into the course. Once the applicant accepts admission into the course offering he/she is liable for the full course fee. Please be aware that there are no guarantees of admission and the ICD reserves the right to decline admission to the program.

# NFP Program Application Form

City \_\_\_\_\_ Course Code \_\_\_\_\_ NFP Program Start Date \_\_\_\_\_

The ICD receives applications from many qualified applicants wishing to participate in the NFP and there is no guarantee of admission. Should class space not be available for the program start date to which you have applied - do you wish to have your application forwarded to the next available program for consideration by the Admissions Committee?

Yes  No If Yes, please note the preferred city \_\_\_\_\_

## APPLICANT

Mr.  Ms.  Mrs.  Dr.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Preferred Name \_\_\_\_\_

Full name as it should appear on graduation certificate \_\_\_\_\_

Board you are representing and role on the board \_\_\_\_\_

Current Title/Position \_\_\_\_\_

Company/Organization \_\_\_\_\_

Type of Company:  Public For Profit  Private For Profit  Commercial Crown  Not-For-Profit (including NFP Crown's)

Industry Sector (ie: Banking, Energy, Mining, Health Care, etc.) \_\_\_\_\_

## BUSINESS MAILING ADDRESS

Street Address \_\_\_\_\_ Suite Number \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Assistant's E-mail \_\_\_\_\_ Company Web site \_\_\_\_\_

**Preferred mailing address:**  Business  Home

**HOME ADDRESS**

Street Address	Suite Number	
City	Province/State	Postal/Zip Code
Telephone	Fax	E-mail
Cellular		

**Preferred mailing address:**  Business  Home    **Preferred e-mail address:**  Business  Home

**PLEASE LIST BOARD EXPERIENCE (if necessary, attach separate list)**

ORGANIZATION	TYPE OF COMPANY i.e.: Public For Profit, Private For Profit, Commercial Crown, Not-For-Profit (including NFP Crown's)	SIZE OF ORGANIZATION REVENUE i.e.: Under \$500 million, Over \$500 million, Over \$1 billion	BOARD POSITION i.e.: Chair, Vice-Chair, Audit Committee Chair, Governance Committee Member	YEARS SERVED i.e.: 2001-2005

**HOW DID YOU HEAR ABOUT THE NFP PROGRAM?**

Check all that apply:

- Colleague    Globe & Mail Newspaper    ICD Direct Mail    ICD Email    ICD Graduate Ad    ICD Member
- ICD Partner Event    ICD Web site    Internet Search    Local Business School    Local Newspaper Ad
- Other Association Letter/Email    Other Association Web site    Past Participant Referral    Rotman Ad
- Rotman Email    Rotman Web site    Other \_\_\_\_\_

## CANCELLATION POLICY

Refunds will be given for cancellations received in writing to ICD’s Education Coordinator, Application and Admissions no later than 28 days before the start date of the course subject to an administration fee of \$250 (plus applicable taxes). Cancellations received in writing less than 28 days and no later than 14 days before the start date of the course will be issued a full credit on account to be applied to another offering within one calendar year. No refunds will be provided for cancellations received less than 14 days before the start date of the course. Non-attendance will incur the full course fee. Should the ICD need to cancel or postpone a course offering, applicants will be issued a full refund.

## COLLECTION OF PERSONAL INFORMATION AND PROTECTION OF PRIVACY

For more details visit [www.icd.ca/privacy](http://www.icd.ca/privacy).

## DECLARATION

I hereby certify that all statements on the application and in any material filed in support hereof are true, correct and complete and all material information has been disclosed.

I understand that if the Institute of Corporate Directors (ICD) finds to the contrary, my association with, admission to, or registration in the program may be rescinded and cancelled after notice in writing to me. Should I be admitted and enrolled in the NFP Program, I understand that I am fully responsible for all fee payments. I pledge to conduct myself in a manner of integrity, honesty and respect for individuals in the ICD community. If I am found to act in a manner contrary to the aforementioned values, I understand that I may be required to withdraw from the program.

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Applicant’s Signature

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Date

**YOUR COMPLETED APPLICATION**, can be emailed to [education@icd.ca](mailto:education@icd.ca).  
Should you wish to mail or courier, please send to the following address:

Institute of Corporate Directors  
2701–250 Yonge Street, Toronto, ON Canada M5B 2L7

T: 416.593.7741 x229 T: 1.877.593.7741 x229 F: 1.888.398.4794  
[education@icd.ca](mailto:education@icd.ca)  
[www.icd.ca](http://www.icd.ca)

**METHOD OF PAYMENT**

- Enclosed, please find my cheque payable to the **Institute of Corporate Directors**
- I would like to make payment by:  Visa  Mastercard

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Card # Expiry Date (mm/yy)

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Name on Card

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Signature of Applicant Authorized cardholder signature (if different from applicant)

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Date

Course fees are due at the time of application. In the event that the applicant is not admitted into the course, a refund will be issued.

**SOCIAL INSURANCE NUMBER**

The Canada Revenue Agency (CRA) requires not-for-profit and educational institutions to include a Social Insurance Number (SIN) with all filings of the T2202 Education and Textbook Amounts Certificate form. The ICD must provide this information to the CRA in order to issue course participants a receipt for income tax purposes.

If you wish to provide this information through our secure webpage, please indicate so below and visit <https://icd.ca/secureSIN>. If you DO NOT require a receipt for income tax purposes, we kindly ask that you click the box below and confirm your decision to decline.

For more information regarding the new CRA requirements, please refer to the [CRA website](#).

- Online Submission
- OPT OUT – No Tax Receipt Required

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SIN Applicant's Signature

# NFP Program RBC Foundation Scholarship Application Form

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Name of Applicant

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Name of not-for-profit organization

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Role in the above mentioned organization

Have you received a donation from the RBC Foundation in the last year?  YES  NO

## DETAILS

A limited number of need-based RBC Foundation Scholarships, valued at \$2,500\* each, are available to support the participation of not-for-profit board members and executive directors who otherwise may not be able to participate in the program due to financial considerations. \*As funding only covers tuition fees, all scholarship recipients are responsible for paying applicable taxes in their jurisdiction.

## WHO IS ELIGIBLE?

The applicant must currently be a board member or executive director of a CRA registered charity, or newly appointed to such an organization. (Please provide CRA number.) Organizations whose primary objectives are religious or sectarian are not eligible for scholarships.

## HOW TO APPLY

Applicants must complete the scholarship application form and submit a funding request letter (no more than two pages in length) along with their admissions application prior to the application deadline. The funding request letter should detail the organization's mission as well as financial need. The letter should also demonstrate how participation in this program will impact any of the following groups:

- Aboriginal
- Newcomers
- Visible minorities
- Persons with disabilities
- Underserved populations with limited access to resources

There is no guarantee of receiving a scholarship. All decisions are final. Decisions will be communicated to applicants within ten (10) business days following the application deadline.

**YOUR COMPLETED APPLICATION**, can be emailed to [education@icd.ca](mailto:education@icd.ca).

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