



Edmonton
Community
Foundation

Timeless contributions. Endless possibilities.

Guide to electronic submissions

You may not be able to fill out the forms properly unless you are using the latest version of Adobe Acrobat. Please [download the latest version here](#).

For electronic submissions:

All application forms downloaded from www.ecfoundation.org have file names that begin with a block of capitalized letters, e.g. MAUR, BBM, RMK, etc. This is the scholarship's code.

1. 'Save as' the completed application form and include your full name in the document's name. e.g.: 'MUNN – Application Package 2011 Joe Smith'
2. Create an e-mail and enter scholarships@ecfoundation.org in the 'To:' line.
3. In the 'Subject:' line, enter the scholarship's code, 'application' and your name. e.g.: 'BBM application Joe Smith'
4. Attach the saved application as well as any other required attachments following the same naming conventions outlined above. PDF attachments are preferred. TIFF and BMP attachments are discouraged as these formats often result in large file sizes.

Example file names: 'RMK Reference#1 Joe Smith'
'MAUR Personal letter Joe Smith'

5. Send

A few things to keep in mind:

Do not submit incomplete electronic submissions. If you plan to send part of your application by e-mail and part by courier or mail, this must be clarified in your e-mail.

The file size limit for electronic applications is 5 MB or 5000KB, as such it is recommended that you double check the size of the files you are attaching.

Whereas application forms submitted electronically do not require signatures, reference forms do need to be signed.

All electronic submissions must be received in the scholarships@ecfoundation.org inbox by Midnight on the date the scholarship application is due. Applications received after the deadline will not be reviewed. You will receive an e-mail confirming receipt of your submission within two business days.

Edmonton Community Foundation is not responsible for any applications, however submitted, which are not received.