

Application form

Please complete all sections of the form and click on "Submit" at the end to send it by email. Program applications will be reviewed twice a year, in spring (April 30) and autumn (November 15). Donations to the organizations will be made in May and December. Questions about the program can be emailed to [Demandes de don / Donation requests](#).

To make sure you are eligible for the program, please consult the [program guidelines](#).

Don't forget to attach a letter from the non-profit organization to your submission. This letter must confirm your volunteer work and the number of volunteering hours completed for the organization between January 1 and December 31.

Payment to the organization

Due to compliance requirements, please note that CAE will only proceed to the payment if the organization can provide one of the following:

- Online payment by credit card on the organization website
- Void cheque from the organization
- Banking information provided on the official letterhead from the organization

If none of those three options can be provided, the application will not be accepted.

Steps to submit your application

1. Complete the form on your computer
2. Click on the "Submit" button – An email will automatically open with the completed form in PDF attached
3. Attach the letter from the organization to this same email
4. Press "Send"

Applicant information

Employee: CAE Joint venture | Full time Part time

Information about the non-profit organization

Is the non profit organization in line with CAE's main areas of focus of the [charitable donation and sponsorship policy](#)?

Yes

No

Organization banking information

Due to compliance requirements, please note that CAE will only proceed to the payment if the organization can provide one of the following methods of payment. If none of those three options can be provided, the application will not be accepted.

Online payment by credit card on the organization website -

Void cheque from the organization

Banking information provided on the official letterhead from the organization

Evaluation questions

Please provide answers to the following questions in a maximum of 350 words each. Be clear and succinct. If the information provided is insufficient, the submission may be disqualified.

Describe the non-profit organization's mission:

Describe your volunteer work in a few sentences:

Declaration statement

In answering the evaluation questions, I have provided, to the best of my ability, accurate details describing the volunteer work.

I have read and attached a letter from the organization that certifies the volunteer work and the number of volunteering hours completed for the organization between January 1 and December 31.

To the best of my knowledge, the volunteer work was not performed as a condition of any salaried employment, nor solely as a requirement of any educational or professional course.

I grant CAE permission to disclose my name (if selected) and to include it, as well as the name of the non-profit organization, where applicable, in promotional material relating to the program.

I hereby, declare that the information in this document is accurate and complete.

Please provide one letter from the non-profit organization with this application that confirms your volunteer work and the number of volunteering hours completed for the organization between January 1 and December 31.

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For any questions, please send an email to [Demandes de don / Donation requests](#).