



The Catholic Women's League of Canada National Development Fund Guidelines

1. Requests for funding will be evaluated on an individual basis by diocesan and provincial presidents and the national vice-president as outlined on the application form.

Councils at all levels may apply for assistance once in a calendar year. Prior to being considered for a national subsidy, councils must explore subsidy opportunities at intervening levels. (e.g. a parish council would first approach diocesan, then provincial, then national).

2. Requests for funding should be submitted to:
 - visit parishes without councils to present on the benefits of membership
 - assist in the organization of parish councils
 - assist parish, diocesan and provincial councils to promote League leadership training and other development workshops
 - promote League development through spiritual development
 - promote and educate on strategic planning resources
3. When planning a workshop, consideration should be given to:
 - the structure of The Catholic Women's League of Canada, its levels, standing committees, responsibilities of officers, parliamentary procedure, and effective meetings
 - using CWL resource materials
 - the development of spiritual programs
 - whether the workshop is being held in conjunction with a diocesan/provincial meeting
4. The following steps must be followed when applying for subsidy:
 - The projected amount of subsidy estimated to effectively conduct the workshop(s), the completed application form, and a copy of the agenda listing the resource material, must be submitted providing the information requested on the form.
 - If the workshop is held in conjunction with a diocesan/provincial meeting then
 - a detailed budget must be submitted for both the workshop and the meeting and
 - a detailed agenda must be submitted for both the workshop and meeting along with the names of all facilitators/speakers.
 - The completed application form, including budgets, agendas and names of facilitators/speakers for both the workshop and meeting is then forwarded to the president at the next level for approval and signature and she, in turn, forwards the application and agenda to the provincial president for approval and signature. Once the application has received the appropriate signatures, the provincial president forwards the application to the national vice-president through the national office for approval and signature.
 - National office will forward notice of approval and a *National Development Fund - Report of Workshop and Follow up Summary* form to the applicant.
 - As soon as possible after the workshop the *Report of Workshop* and *Follow up Summary* form must be completed and forwarded to national office in order to receive reimbursement for the expenses. All receipts should be submitted to the national office for the approved refund**.
 - The fund's purpose is to assist councils that would incur financial hardship by hosting a workshop. Total expenses submitted for reimbursement will be reduced by council profits on the event incurred by the charging of registration fees.

The Catholic Women's League of Canada
Application for Subsidy from the National Development Fund

**Councils must explore subsidy opportunities at intervening levels first
(e.g. parish council would approach diocesan council, then provincial, then national).
Please apply for subsidy and complete this form two months prior to hosting the workshop.**

Name of council applying for subsidy _____

Total amount of subsidy requested \$ _____ (provide complete detailed expenditures on reverse)

Signature of applicant _____ Date: _____

Address _____

Telephone No. _____ E-mail: _____

Workshop title _____

Place _____ Date _____ Number attending _____ Duration _____

_____ Date _____ Number attending _____ Duration _____

_____ Date _____ Number attending _____ Duration _____

Diocese _____ Province _____

Name(s) of facilitator(s) and their CWL title and level (e.g. life member, council past president, provincial chairperson of social justice) _____

Parish councils participating _____

Complete the attached form. Include a detailed agenda for the workshop and a list of resource materials required from national office supplies. If the workshop is to be held in conjunction with a diocesan/provincial meeting, include a detailed agenda for the meeting and a detailed budget, separating the estimated costs for the workshop and the meeting. NOTE: The national development fund does not cover expenses for decorations, honoraria for CWL resource persons, accommodations, meals and refreshments for participants and paid advertising and is not intended to supplement a council's budget but to assist with financial difficulties. (If a member needs an extra night's accommodation to attend a workshop held in conjunction with a diocesan/provincial meeting, expenses for one night will be paid based on shared occupancy.)

Following review and approval by the diocesan president, the application form and a copy of the agenda listing the resource material must be forwarded directly to the provincial president for review and approval, who will forward the application form to the national vice-president for review and approval. Notices of approval will be sent by national office to the applicant, with a copy to the treasurer for her records.

The cheque will be sent to the council treasurer.

Name of council treasurer: _____

Address: _____

THIS SECTION MUST BE COMPLETED.

Application for Subsidy from the National Development Fund
BUDGETED DETAILED EXPENDITURES
(Refer to National Development Fund Guidelines)

	Workshop Expenditures	Meeting Expenditures (if applicable)	Total Expenditures
CWL supplies (attach itemized list)			
Facilitator expenses:			
Meals			
Travel			
Accommodations			
Meeting room			
Postage			
Printing			
Transportation for members @ \$0.61 per km (attach details)			
Other expenses: (provide details)			
Total Anticipated Expenditures:			
Less: Anticipated Revenue from Registration Fees			
Total Subsidy Request			

Diocesan President

Date

Provincial President

Date

National Vice-President

Date

By signing this document, diocesan and provincial presidents acknowledge:

- a. the council requested funding for the event but funding was unavailable at diocesan/provincial level
- b. the application has been reviewed against the criteria and it meets the criteria as established

- In order to encourage maximum participation by members, a claim may be made under transportation to cover car travel expenses to attend the workshop (carpooling where possible).
- The diocesan and provincial presidents are responsible for ensuring that the subsidy requested is valid and reasonable.
- If the workshop is held in conjunction with a fall or winter meeting then the following will be considered:
 - Workshop participants, who are not voting members, accredited delegates or executive members, who attend both the workshop and meeting will have their travel expenses paid according to the criteria above.
 - Workshop participants, who are not voting members, accredited delegates, or executive members, and choose only to attend the workshop will have travel paid according to criteria above.
 - Workshop participants who ordinarily would attend the diocesan/provincial meeting, such as voting members, accredited delegates or executive members cannot claim travel expenses to attend the workshop.
 - Expenses for facilitators for the workshop for one night's accommodation and meals will be paid.
 - Travel expenses for the workshop facilitator will be paid if the facilitator is not part of the diocesan/provincial meeting either as a facilitator/speaker or as a voting member, accredited delegate or executive member.
- Note: The national development fund does not cover expenses for decorations, such as banners, etc., honoraria for CWL resource persons, accommodations, meals and refreshments for participants, and paid advertising. It is not intended to supplement a council's budget by providing a means of generating revenue for the council. In the case of a member needing an extra night's accommodation to attend a workshop attached to a diocesan/provincial meeting, then expenses for one night will be paid based on shared occupancy.

FUNDING IS AVAILABLE WITHIN BUDGET LIMITATIONS.

**** In some cases the council submitting the application may require the funds in advance of holding the event. These cases will be approved on an individual basis and when funds are given prior to the event the council will be responsible for returning all unused funds to the national office.**



**THE CATHOLIC WOMEN'S LEAGUE OF CANADA
NATIONAL DEVELOPMENT FUND
REPORT OF WORKSHOP and FOLLOW UP SUMMARY**

**Immediately following the workshop, it is the responsibility of the council president to ensure that both sides of this form are completed and returned with receipts for reimbursement to CWL
National Office C-702 Scotland Ave., Winnipeg, MB R3M 1X5**

Copies should also be forwarded to your diocesan and provincial council presidents.

Submitted by:

Name _____

Council _____

Address _____

Telephone _____ Facsimile _____ E-mail _____

Workshop title _____

Place _____ Date _____ Number attending _____ Duration _____

_____ Date _____ Number attending _____ Duration _____

Diocese _____ Province _____

Name(s) of facilitator(s) _____

Parish councils participating _____

Describe workshop and length of presentation _____

List the materials used _____

Would you consider this workshop a success? _____ Why? _____

More on reverse...

Please describe what went well _____

What would you change if presenting this workshop again? _____

DETAILED EXPENDITURES [Attach all receipts.]

	Workshop Expenditures	Meeting Expenditures (if applicable)	Total Expenditures
CWL Supplies			
Facilitator expenses:			
Meals			
Travel			
Accommodations			
Meeting room			
Postage			
Printing			
Telephone calls			
Transportation for members @ \$0.61 per km (attach details)			
Other expenses: (provide details)			
Total Expenditures			
Less: Revenue Received			
Net Funding Request			

Where actual costs varied by more than \$100.00 from the original application, please explain.

Signature of Council President