



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

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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.

- 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.**