

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.

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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