

The Catholic Women's League of Canada

Ottawa Diocesan Council Leadership Development Fund

FORM 1: APPLICATION FOR FUNDING TO ATTEND DIOCESAN OR PROVINCIAL CONVENTION

THIS APPLICATION MUST BE SUBMITTED BY APRIL 1ST TO THE DIOCESAN PRESIDENT

PLEASE PRINT CLEARLY

Name of applicant: _____

Phone number: _____ E-mail: _____

Name of parish council: _____

Name of parish council president: _____

Phone number: _____ E-mail: _____

Which convention is this funding request for? Diocesan _____ (Please complete Sections A & C below)

Provincial _____ (Please complete Sections B & C below)

SECTION A: APPLICATION FOR FUNDING TO ATTEND DIOCESAN CONVENTION

Date of convention: _____

Expenses: Registration \$ _____ Lunch \$ _____ Banquet: \$ _____ TOTAL AMOUNT: \$ _____

SECTION B: APPLICATION FOR FUNDING TO ATTEND PROVINCIAL CONVENTION

Date of convention: _____ City where convention is being held: _____

Expenses: Registration Fee only: \$ _____ (does not include special meals or events)

Lodging/accommodations (estimated): \$ _____ (Shared accommodations is encouraged)

TOTAL AMOUNT OF FUNDING REQUESTED: \$ _____ (Maximum amount \$500.00)

Is funding required in advance of the convention? YES _____ NO _____

The diocesan Leadership Development Fund application approval subcommittee will review all the applications for funding to diocesan or provincial conventions. All applications for each convention will be entered in a draw. **Two** names will be drawn for diocesan convention funding and **one** name will be drawn for provincial convention funding. Successful applicants will be notified by e-mail, with a copy to her parish council president and treasurer, by April 15th in the year the application was received. ****Unless advance funding has been provided, a cheque will be sent to the parish council treasurer once the diocesan president has received the completed "Leadership Development Fund Follow-up Report" (FORM 4) and copies of appropriate expense receipts.** Please note that expense receipts are not required for diocesan convention.

SECTION C:

Name of parish council treasurer: _____ E-mail: _____

Mailing address: _____

Signature of parish council president: _____ Date: _____

FOR DIOCESAN USE ONLY:

Signature of diocesan president: _____ Date: _____

Signature of LDF application approval subcommittee chair: _____

Funding approved: YES _____ NO _____ TOTAL AMOUNT OF FUNDING: \$ _____

Revised October 2014

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This Form can be found on the Ottawa Diocesan CWL Website

ottawa.cwl.on.ca

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