

**FORM 2: APPLICATION FOR FUNDING TO PLAN A WORKSHOP OR SPECIAL PROJECT**

**THIS APPLICATION MUST BE SUBMITTED TO THE DIOCESAN PRESIDENT AT LEAST 2 MONTHS PRIOR TO THE DATE OF THE WORKSHOP OR LAUNCH OF THE SPECIAL PROJECT**

**PLEASE PRINT CLEARLY**

Name of applicant: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of parish council: \_\_\_\_\_

Name of parish council president: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

What is this funding request for? Planning a workshop  (Please complete Sections A & C)  
Planning a special project  (Please complete Sections B & C)

**SECTION A: APPLICATION FOR FUNDING TO PLAN A WORKSHOP**

Date(s) of workshop: \_\_\_\_\_

Location of workshop (if not on parish property): \_\_\_\_\_

Name and purpose of workshop: \_\_\_\_\_

Name(s) of facilitator(s): \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Will the workshop be open to parishioners? YES  NO  Not applicable

Will the workshop be open to CWL members from other parishes in the diocese? YES  NO

Expenses: (Please include a detailed list of your projected expenses with this application.)

Include costs of photocopying of handouts, resource material, facilitator(s) honorarium, stationery supplies and other expenses not including food or refreshment.

TOTAL AMOUNT OF FUNDING REQUESTED: \$ \_\_\_\_\_ (Maximum \$200.00)

Do you require funding prior to the workshop taking place? YES  NO

If yes, please explain: \_\_\_\_\_

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FORM 2 - Page 1 of 2

**SECTION B: APPLICATION FOR FUNDING FOR A SPECIAL PROJECT**

Description of the project: \_\_\_\_\_

Benefit of the project to CWL members: \_\_\_\_\_

Project start date: \_\_\_\_\_ Expected project completion date: \_\_\_\_\_

Number of CWL members involved: \_\_\_\_\_

Expenses: (Please include a detailed list of your expected expenses with this application.)

Include costs of construction material, non-volunteer labour, stationery supplies and other expenses not including food or refreshment.

TOTAL AMOUNT OF FUNDING REQUESTED: \$ \_\_\_\_\_ (Maximum \$200.00)

Do you require funding prior to the launch of this special project? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

The Diocesan Leadership Development Fund application approval subcommittee will review all the applications for funding for planning a workshop or special project as they are received. The parish council president will be notified by e-mail, with a copy to the parish council treasurer, as to whether funds are available and how much funding will be provided by the Leadership Development Fund. **\*\*Unless you have requested funds in advance, 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.**

**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: \$ \_\_\_\_\_