

The Catholic Women's League of Canada

Ottawa Diocesan Council Leadership Development Fund

FORM 3: APPLICATION FOR FUNDING BY DIOCESAN COUNCIL

THIS APPLICATION MUST BE SUBMITTED AS SOON AS POSSIBLE TO THE CHAIR OF THE LEADERSHIP DEVELOPMENT FUND APPLICATION APPROVAL SUBCOMMITTEE

PLEASE PRINT CLEARLY

Name of applicant: _____

Phone number: _____ E-mail: _____

Position on diocesan council: _____

What is this funding request for?

Leadership/Public Speaking Course _____ (Maximum \$300.00) (Complete Sections A & E)

League Development Day _____ (Maximum \$300.00) (Complete Sections B & E)

Other workshop(s) _____ (Maximum \$200.00) (Complete Sections C & E)

Sending a representative to a local conference/seminar _____ (Complete Sections D & E)
(at the discretion of the diocesan president)

SECTION A: APPLICATION FOR FUNDING TO PROVIDE LEADERSHIP/PUBLIC SPEAKING COURSE

Dates of course: _____

Location: _____

Names of facilitators: _____

Number of participants: _____

Expenses: (Includes photocopying course materials, purchase of binders, dividers, C & B booklets, League Prayers pamphlets for each participant, gifts for 'most improved speaker' and 'best leadership skills'. Does not include cost of refreshments.) Please attach a detailed list of expected expenses.

TOTAL AMOUNT REQUESTED: \$ _____ (Maximum \$300.00)

SECTION B: APPLICATION FOR FUNDING TO PROVIDE LEAGUE DEVELOPMENT DAY

Date of League Development Day: _____

Location: _____

Is this a half-day or full-day event? _____

Name(s) of facilitator(s): _____

Workshop(s) being presented: _____

Number of participants: _____

Expenses: (Please attach a detailed list of expected expenses.)

(Includes photocopying workshop(s) handouts, gift/honorarium for facilitator(s), travel & accommodations if facilitator(s) from outside Ottawa diocese, stationery or other supplies. Does not include cost of refreshments and/or lunch.)

TOTAL AMOUNT REQUESTED: \$ _____ (Maximum \$300.00)

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SECTION C: APPLICATION FOR FUNDING TO PROVIDE A WORKSHOP

Date(s) of workshop: _____

Location: _____

Is this a half-day or full-day event? _____

Name and description of the workshop: _____

Name(s) of facilitator(s): _____

Number of participants: _____

Expenses: (Please attach a detailed list of expected expenses.)

(Includes photocopying workshop handouts, gift/honorarium for facilitator(s), travel & accommodations if facilitator(s) from outside the Ottawa diocese, stationery or other supplies. Does not include cost of refreshments and/or lunch.)

TOTAL AMOUNT REQUESTED: \$ _____ (Maximum \$200.00)

SECTION D: APPLICATION BY DIOCESAN PRESIDENT TO SEND A REPRESENTATIVE TO A LOCAL CONFERENCE/SEMINAR

Date(s) of conference/seminar: _____

Location: _____

Name and description of conference/seminar: _____

Expenses: (Includes registration fee, parking and lunch, if not included in registration fee.)

Please attach a pamphlet or brochure if one is available.

TOTAL AMOUNT REQUESTED: \$ _____

The diocesan Leadership Development Fund application approval subcommittee will review applications received from diocesan council as they are received. The diocesan president will be notified by e-mail with a copy to the diocesan treasurer as to whether funding requested has been approved. A 'Leadership Development Fund Follow-up Report' (FORM 4) will be required as soon as possible after the event.

SECTION E:

Name of diocesan treasurer: _____ E-mail: _____

Signature of applicant: _____ 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: \$ _____