

Ottawa Diocesan CWL Council Leadership Development Fund

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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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: _____

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: \$_____