

The Catholic Women's League of Canada

National Development Fund Guidelines

Requests for funding will be evaluated on an individual basis by diocesan and provincial presidents and the national chairperson of organization as outlined on the **application form**.

- Councils may apply for assistance once in a calendar year.
2. Requests for funding should be submitted to:
 - assist in the organization of parish councils
 - assist parish, diocesan and provincial councils to promote League leadership training and other development workshops
 - promote League development through spiritual development
 3. When planning a workshop, consideration should be given to:
 - the structure of The Catholic Women's League of Canada, its levels, standing committees, responsibilities of officers, parliamentary procedure, and effective meetings
 - using CWL resource materials
 - the development of spiritual programs
 4. The following steps must be followed when applying for subsidy:
 - the projected amount of subsidy estimated to effectively conduct the workshop(s), the completed application form, and a copy of the agenda listing the resource material, must be submitted providing the information requested on the form
 - the completed application form and agenda is then forwarded to the president at the next level **for approval and signature** and she, in turn, forwards the application and agenda to the provincial president for approval and signature. Once the application has received the appropriate signatures, the provincial president forwards the application to the national chairperson of organization through the national office for approval and signature.
 - national office will forward notice of approval and a *National Development Fund - Report of Workshop and Follow up Summary* form to the applicant.
 - As soon as possible after the workshop the *Report of Workshop* and *Follow up Summary* form must be completed and forwarded to national office **in order to receive reimbursement for the expenses**. All receipts should be submitted to the national office for the approved refund**.
 - **Note:** The national development fund does not cover expenses for decorations, such as banners, etc., honoraria for CWL resource persons, accommodations, meals and refreshments for participants, and paid advertising.
 - In order to encourage maximum participation by members, a claim may be made under transportation to cover car travel expenses to attend the workshop (each car holding a minimum of three persons **where possible**).
 - The diocesan and provincial presidents are responsible for ensuring that the subsidy requested is valid and reasonable.

100% FUNDING IS AVAILABLE WITHIN BUDGET LIMITATIONS.

** In some cases the council submitting the application may require the funds in advance of holding the event. These cases will be approved on an individual basis and when funds are given prior to the event the council will be responsible for returning all unused funds to the national office.