



The Catholic Women's League of Canada National Development Fund

Purpose

The purpose of the National Development Fund is to provide financial assistance to councils at all levels that would incur financial hardship by hosting a workshop.

Policy

1. The policy and criteria may be changed by the national executive/board as circumstances necessitate.
2. The amount available in the fund is determined annually by the national executive/board.
3. Councils may apply for assistance once in a calendar year.
4. Councils must explore subsidy opportunities at intervening levels prior to applying.

Qualifying Activities

- Visiting parishes without councils to present the benefits of membership
- Assisting with the organization of parish councils
- Providing leadership training
- Providing opportunities for spiritual growth
- Educating members using national League resources, including structure, standing committees, responsibilities of officers, parliamentary procedure and effective meetings

Qualifying Expenses

- CWL training resources from national office
- Non-CWL facilitator expenses—honorarium, travel, meals and accommodations
- CWL facilitator expenses—travel, meals and accommodations, except when the facilitator is an executive officer, voting or accredited delegates at a combined workshop/meeting*
- Meeting rooms, when not held in combination with a meeting*
- Printing expenses for workshop materials
- Participant transportation, except for executive officers, voting or accredited delegates at a combined workshop/meeting*
- Participant accommodations on a shared basis if the schedule requires an additional overnight stay beyond attending a meeting*

Process

1. Complete and sign the Application for Subsidy from the National Development Fund form.
2. Forward to national office:
 - The completed application form
 - A detailed agenda for the workshop and the meeting*, if applicable
 - A detailed budget for the workshop and the meeting*, if applicable
 - A list of CWL resource materials that will be used
3. National office will examine the application against the criteria and inform the council of the decision within two weeks of receipt.
4. Within two weeks of the event, the applicant will complete and forward to national office the Report of Workshop and Follow-up Summary and original receipts to support the claim. Total expenses must be reduced by registration and other fees charged to the attendees.
5. National office will verify the claim and send a cheque in the amount of the approved claim within two weeks of completion of the verification process.

* "Meeting" includes an executive meeting, annual meeting of members or annual convention.

(March 2025)

The Catholic Women's League of Canada
Application for Subsidy from the National Development Fund

Please apply for subsidy and complete this form two months prior to hosting the workshop.

Name of council applying for subsidy _____

Total amount of subsidy requested \$ _____ (bring forward from reverse)

Name of applicant _____

Address _____

Telephone No. _____ Email: _____

Workshop title _____

Place _____ Date _____ Number attending _____ Duration _____

_____ Date _____ Number attending _____ Duration _____

_____ Date _____ Number attending _____ Duration _____

Diocese _____ Province _____

Name(s) of facilitator(s), including CWL title and level, if a member _____

Please complete:

This workshop qualifies on the basis of:

- visiting parishes without councils to promote the League
- assisting parish councils with organizing/reactivating
- promoting League leadership training
- providing a spiritual development opportunity
- educating members using CWL resources

I _____ attest that this application fulfills the criteria for the League development fund. The event will not generate revenue or a surplus to the host council's benefit. If the event is held in conjunction with standard League executive meetings or conventions, this application does not include costs that would have otherwise been incurred to meet the obligations of statutory meetings for the transaction of necessary business required by councils at any level. I will submit the follow-up summary to national office within two weeks of the event.

Signature of applicant _____ Date: _____

Application for Subsidy from the National Development Fund
BUDGETED DETAILED EXPENDITURES FOR WORKSHOP ONLY
(Refer to National Development Fund Guidelines)

	Projected Expenditures
CWL resources from national office (attach itemized list)	
Facilitator expenses:	
Honorarium (for non-member presenters only)	
Meals	
Travel	
Accommodations	
Meeting room (if not part of an executive meeting or convention)	
Printing (of workshop materials only)	
Transportation for members (attach detailed estimate. Transportation for executive, voting and accredited delegates to attend is not an allowable expense if held in conjunction with an executive meeting or convention.)	
Other expenses: (provide details)	
Total Anticipated Expenditures	
Less: Anticipated Revenue from Registration Fees	
Total Subsidy Requested (transfer total to page 1)	

FOR OFFICE USE:

Yes No

PRE-EVENT

- The workshop subject matter qualifies for funding.
- The attestation is signed.
- The budgeted expenditures meet the expenditure criteria.
- The council and intervening levels were notified of the decision.

POST-EVENT

- The follow-up summary was received.
- Expenditures were validated by the receipts submitted.
- A cheque was issued to the council.

Signature of staff _____

Date: _____



**THE CATHOLIC WOMEN'S LEAGUE OF CANADA
NATIONAL DEVELOPMENT FUND
REPORT OF WORKSHOP and FOLLOW-UP SUMMARY**

Immediately following the workshop, it is the responsibility of the council president to ensure that both sides of this form are completed and returned with receipts for reimbursement to CWL National Office C-702 Scotland Ave., Winnipeg, MB R3M 1X5.

Submitted by:

Name _____

Council _____

Address _____

Telephone _____ Email _____

Workshop title _____

Place _____ Date _____ Number attending _____ Duration _____

_____ Date _____ Number attending _____ Duration _____

Diocese _____ Province _____

Name(s) of facilitator(s) _____

Parish councils represented _____

Describe workshop and length of presentation _____

List the materials used _____

Would you consider this workshop a success? _____ Why? _____

More on reverse...

Please describe what went well _____

What would you change if presenting this workshop again? _____

DETAILED EXPENDITURES [Attach all receipts, including receipts for mileage paid.]

	Total Expenditures
CWL Supplies	
Facilitator expenses:	
Honorarium (for non-member presenters only)	
Meals	
Travel	
Accommodations	
Meeting room (if not part of an executive meeting or convention)	
Printing (of workshop materials only)	
Transportation for members @ \$0.61 per km (Attach receipts or cancelled cheques. Transportation for executive, voting and accredited delegates who attended is not an allowable expense when the workshop is held in conjunction with an executive meeting/convention.)	
Other expenses: (provide details)	
Total Expenditures	
Less: Revenue Received	
Net Funding Request	

Where actual costs varied by more than \$100.00 from the original application, please explain.

Signature of Council President