



# Catholic Women's League of Canada

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Alberta Mackenzie Provincial Council

## **Professional Development/Education Fund Guidelines**

The Provincial Professional Development/Education Fund was implemented in 2003 to support opportunities for education in the League that would otherwise be dismissed due to lack of funds. The Fund is intended for events for which monies cannot be accessed from the National CWL Development Fund (see CWL National website, "forms"). Provincial and Diocesan Officers are the primary candidates for the Provincial Fund.

Funding is available within Budget limitations. Requests for funding will be evaluated on an individual basis, and a decision made by the CWL ABMK Provincial Council's Professional Development/Education Fund Committee. The committee consists of the Education and Health Chairperson, Organization Chairperson, Treasurer, President (ex-officio), and one other provincial officer as appointed by the president. The committee will meet to discuss applications at the regular ABMK Provincial Executive Meetings.

1. This fund is to cover registration/course fees.
2. Consideration will be given to requests for funding submitted in the following categories:
  - Diocesan Councils requesting provincial executive member(s) to speak or to facilitate a session.
  - Diocesan Councils bringing in guest speaker(s).
  - Diocesan Officers attending events that would benefit the council or member(s), particularly from a professional development or education perspective.
  - Provincial Officers requesting to attend events outside the Budget.
3. Follow these steps when applying for a subsidy:
  - Send the completed application form to the CWL Alberta Mackenzie Provincial Council's Professional Development/Education Fund Committee (See Form)
  - ***Applications must be received at least one week before a Provincial Executive Meeting (mailed or e-mailed).***
  - Applicants will be notified of the status of their request within one week after a Provincial Executive Meeting.
  - **Please note:** If your submission is returned by the committee for clarification or further information, a decision will not be forthcoming until after the next Provincial Executive Meeting.
4. **After the Event:**
  - Within two weeks of completion of the event, ***submit a report to the Fund Committee*** (approximately one page written, plus financial statement with expenses and receipts), along with a cheque (payable to CWL Alberta Mackenzie Provincial Council) for any unused portion of the subsidy.



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## Professional Development/Education Fund Application Form

Date of Application: \_\_\_\_\_ Diocese: \_\_\_\_\_

Name of Council or Officer applying for subsidy: \_\_\_\_\_

Other CWL Councils participating (if applicable): \_\_\_\_\_

TOTAL AMOUNT of subsidy requested: \$ \_\_\_\_\_ (*provide details on reverse*)

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Email address: \_\_\_\_\_

Event: \_\_\_\_\_

Describe the Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will the event benefit the CWL member(s) or council(s)? (*provide details on reverse, if needed*)

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Diocesan or Provincial Council President: \_\_\_\_\_

***For Committee Use:***

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

NOTES:

Send to:

CWL ABMK Provincial Council – Education & Health Standing Committee Chair

[<cwabmk@cwlab.ca>](mailto:cwabmk@cwlab.ca)