**PEI Provincial Council of the Catholic Women’s League of Canada**

**Application for Subsidy 2021**

The application should be submitted for consideration by June 30, 2021, and the event must take place by December 31, 2021.

Name of council applying for subsidy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total amount of subsidy requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workshop title or event planned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish councils participating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Provincial Subsidy will cover expenses for:

1. Guest Speaker or Resource Persons
2. Hall rental, resource materials/equipment, photocopying, mileage, lunch, etc.

Projected expenses:

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other expenses (provide details)

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete the application form and attach an outline of the workshop or event planned. The application form must be forwarded to Provincial President, Gay Garvey, 1301 Bethel Rd, Route 215, Bethel, PE C1B 3L3 for review and approval of the PEI Provincial Executive.

Deadline date for submission of applications is June 30, 2021.

The PEI Provincial Council will notify the parish president if the subsidy has been approved. After the event has taken place and a written report and receipts have been submitted to Provincial, a cheque for the amount requested (up to $200.00) will be sent to the treasurer of your council.

Name of Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Following the workshop or event, please send a summary of the workshop, with your expense claim, to the Provincial Council President Gay Garvey, 1301 Bethel Rd, Route 215, Bethel, PE C1B 3L3

Signature of Parish President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidelines for Subsidy**

The PEI Provincial Council of the CWL has set up a budget of $1500.00, with a maximum limit of $200.00 to be allotted per parish council; this would allow for seven or more subsidies. It would be ideal for councils to come together with other councils in the area to plan projects that would help members celebrate our theme ***Care for Our Common Home/Our People***

Projects could be as simple as having a guest speaker talk about the theme. After the presentation, discussions could follow and ideas could be shared on how we can concretely celebrate this theme. This is just one suggestion; the project and ideas are yours!

1. Applications will be evaluated on an individual basis by the Provincial Executive.
2. Requests for funding for the following purposes will be considered:
* To assist councils in their work on our theme ***Care for Our Common Home; this year we are focussing on Our People***
* To encourage councils to work together on this theme - related focus
* To promote League development.
1. When planning a workshop, consideration should be given to the objectives of the Catholic Women’s League and the leadership development of its members.
2. The following steps must be followed when applying for a subsidy:
* Estimate the amount of subsidy required to effectively conduct the workshop/event.
* Complete the application form and submit a project outline; then forward it to the Provincial President for June 30, 2021.
* The Provincial Executive will notify the council regarding their request.
* A follow-up summary must be completed (including all receipts) and forwarded to the Provincial Council President as soon as possible after the workshop/event takes place.

The PEI Provincial Executive is responsible for ensuring that the subsidy requested is valid and reasonable. All councils are eligible to apply.