

# **The Catholic Women's League of Canada**

## **BC & Yukon League Development Fund Guidelines**

1. The purpose of this fund is threefold:
  - a. to assist provincial and diocesan councils in educating members at diocesan and parish council levels about the scope and responsibilities of Officers and Chairpersons of Standing Committees,
  - b. to assist diocesan and parish councils in providing education and events that encourage members to further their understanding of the Core Purpose of the League with emphasis on the issues described in Resolutions and Position Papers, and
  - c. to help set up new councils.
2. Councils are encouraged to make use of the expertise of members of the Provincial and Diocesan Councils particularly with respect to purposes 1.a and b. Presenters will be provided by BC & Yukon Provincial and/or Diocesan councils with all expenses paid. Presenters will be responsible for submitting their own expense form to the Provincial Treasurer with a copy to the Chairperson of the Development Fund Committee.
3. In recognition of the geographical challenges in our Council and to encourage maximum participation, a claim may be made under transportation toward travel expenses for members attending the workshop and/or for travel costs for presenters, other than costs already covered in item 2.
4. Requests for funding will be evaluated on an individual basis by the Development Fund Committee, as outlined on the application form. This committee currently consists of the Vice President, a chairperson, and the treasurer of the BC & Yukon Provincial Council.
5. Applications will be accepted as long as funds are available and should be received at least six weeks prior to the proposed date of the event. 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 Provincial Treasurer.
6. A council may apply once per year.
7. The following steps must be followed when applying for funding:
  - a. Each applicant council must completely fill out the application form, stating the estimated amount of funding needed to effectively conduct the workshop(s), and attach a copy of the proposed agenda.
  - b. The fully executed application must be forwarded to the Provincial Vice President for approval. If the application is approved by the LDF committee, the Provincial Vice President will notify the applicant, the provincial and diocesan presidents, and the provincial treasurer. The applicant will also receive the Report of Workshop Form.
  - c. As soon as possible after the presentation, the Report of Workshop/Meeting and scanned copies of all receipts must be forwarded directly to the Provincial Vice President, in order to receive reimbursement for expenses. \*
  - d. Unsuccessful applicants will be notified with suggestions for further action.

Mail application to: BC & Yukon Council Vice President. Send an email to [vicepresident@bcyukoncwl.com](mailto:vicepresident@bcyukoncwl.com) to obtain name and mailing address. Revised October 2024