

**Ottawa Diocesan Council
Leadership Development Fund
Application Guidelines**

- 1 Requests for financial assistance from the Leadership Development Fund will be evaluated on an individual application basis by the members of a diocesan subcommittee. The members of the subcommittee will be determined by the Diocesan President on a yearly basis.

- 2 Funding will be provided to assist parish councils:
 - 2.1 In sending their member to the Diocesan or Provincial Convention.
 - 2.2 To promote League leadership training or other League centered workshops.
 - 2.3 To cover the costs of one-time projects that promote the League in their parish.

- 3 The following steps must be followed when applying for financial assistance from the Leadership Development Fund:
 - 3.1 The individual member planning to attend a Diocesan or Provincial convention, or the parish council committee chair organizing a Workshop or Special Project, must initiate the application by entering the relevant information on the application form.
 - 3.2 The application form must then be completed and signed by the parish council president. Incomplete forms will result in delayed process time, possibly rejection. Parish presidents are responsible for ensuring that the funding requested is valid and reasonable.
 - 3.3 The parish council president must send the application electronically or by regular mail to the diocesan president, without delay. The application must be received no later than April 1st. The parish council president will be notified by the diocesan subcommittee if and when the application has received approval, and what funding will be provided.
 - 3.4 Within 60 days, as soon as possible after the event for which the funding was requested, the Leadership Development Funding Follow-up Report must be completed and forwarded to the diocesan council president. All relevant receipts must be submitted with this report to receive the approved reimbursement. **

** It must be clearly stated on the application form if the council submitting the application requires the funds in advance of the event. When funds are given prior to the event the council will be responsible for returning all unused funds, within 60 days of the event, to the diocesan council Leadership Development Fund.

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