

Ottawa Diocesan CWL Council Leadership Development Fund

FORM 4: FOLLOW-UP REPORT

IMMEDIATELY FOLLOWING THE EVENT FOR WHICH FUNDING WAS REQUESTED, IT IS THE RESPONSIBILITY OF THE PARISH COUNCIL PRESIDENT TO ENSURE THIS REPORT IS COMPLETED IN FULL AND RETURNED, WITH RECEIPTS, TO THE OTTAWA DIOCESAN CWL PRESIDENT. REMEMBER TO KEEP A COPY ON FILE WITH THE PARISH COUNCIL RECORDING SECRETARY.

Name of Applicant: _____ Date: _____

Parish Council: _____

President: _____ Treasurer: _____

Total Amount of Funding requested: \$ _____ Total amount received in advance: \$ _____

What type of event was the funding required for? Convention / Workshop / Special Project

Was the event attended as planned, or did the event proceed as planned? Yes/No _____

If no, please explain: _____

For Conventions only:

Was this your first Diocesan/Provincial convention? _____ Did you enjoy the convention? _____

Would you attend another if circumstance permits? _____

Would you recommend attending a Diocesan/Provincial convention to other members? _____

Did you need all the funding you requested? _____

Did you underestimate the funding you needed? _____

Please attach to this report a list of expenses with the related receipts, even if you received funding in advance.

For Special Projects only:

Did you complete your Project successfully? _____ If no, why? _____

Please describe one benefit of the Project: _____

What would you recommend about organizing a Project? _____

Did you need all the funding you requested? _____

Did you underestimate the funding you needed? _____

Please attach to this report a list of expenses with the related receipts, even if you received funding in advance

For Workshops only:

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

Please describe one benefit of the Workshop: _____

What would you change if presenting a workshop again? _____

Would you have conducted the Workshop if you had not received this funding? _____

Did you need all the funding you requested? _____ Did you underestimate the funding you needed? _____

Please attach to this report a list of expenses with the related receipts, even if you received funding in advance.

Signature of Funding Recipient

Please take the time to fill out the following questionnaire, to help the Diocesan Council improve the process. Thank you.

Did you find the application for Leadership Development Funding difficult to understand? Yes/No _____

If yes, please explain. _____

Did you find the process difficult to follow or in any other way a hardship or unnecessary? Yes/No _____

If yes, please explain. _____

Would you encourage other members to apply, if need be? Yes/No _____

If no, please explain. _____

Revised January 2019