

Application for Financial Assistance from the Associates Committee

The Associates Committee is aware of the challenges that some groups face when sending Co-Coordiators to our Province-wide meetings, ensuring group representation at Society gatherings, attending conferences related to the Associate movement, or meeting other needs locally. Through generous donations to the Society designated for the Associates, there are some available funds to help meet these needs. Please understand that these funds cannot take the place of collecting dues (or other means of income) for the local groups. Instead, these funds should be used to bridge the gap between the need and what the local group is able to provide.

Please note:

- Requests should be made as soon as the need is known but at least 45 days before the funds are required.
- Typically, requests should be made by the Co-Coordiators of the group (regardless of who may be seeking funding/reimbursement) as we will try to balance requests between groups.
- We anticipate a typical grant amount to be about \$250. Grants above \$500 will require full committee approval.
- When a request is granted, a reimbursement request will be sent. Airline, hotel, conference receipts showing proof of expenditure must be submitted with the reimbursement request.

Date of request: _____

Name/email address of person submitting the request: _____

Associate Group: _____

Amount of money presently in your treasury: _____

Date of last request: _____

Purpose of funds (as specific as possible): _____

Name/email address of recipient: _____

Amount requested: _____

Signature of Co-Coordiators: _____

Please submit this form to: Peggy Gorman - peggorman@eastlink.ca