

**Ottawa Diocesan Council of The Catholic Women's League of Canada
Subsidy to Support Virtual Meetings**

The Ottawa Diocesan Council Subsidy to Support Virtual Meetings was established in January 2022 to assist struggling parish councils with the purchase of software (Zoom/GoToMeeting) that will facilitate virtual meetings. The availability of the subsidy will be reviewed each year.

One hundred (\$100) per parish council is available, as needed.

Requests for funding will be evaluated on an individual basis by the diocesan president.

A parish council may apply for assistance once a year.

Steps to take when applying for subsidy:

1. Complete the Application for Subsidy from the Ottawa Diocesan Council to Support Virtual Meetings attaching the invoice relating to the expenses.
2. Forward the completed application form to the diocesan president for approval/signature. The parish and diocesan presidents are responsible for ensuring that the requested subsidy is valid and reasonable.
3. The diocesan president forwards a copy of the application to the diocesan treasurer and recording secretary for consensus and approval.
4. The diocesan president will notify the parish president of acceptance/decline of the application.

Application for Subsidy from the Diocesan Council to support virtual meetings

Name of Parish Council: _____ **Total subsidy requested: \$**_____

Applicant: _____
(Print Name) (Signature) (Date)

Address: _____

Phone No: _____ **Fax:** _____ **E-mail:** _____

Service Description: _____

Attach invoice related to the expense and send directly to the diocesan president

THIS SECTION MUST BE COMPLETED BY THE APPLYING COUNCIL BEFORE SENDING

<p>The cheque will be sent to:</p> <p>Name and position: _____</p> <p>Address _____</p>
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<p>Approved by: President (Signature) _____</p>
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<p>For ODC Use only</p> <p>Authorized by: President _____ Secretary _____ Treasurer _____</p> <p>Date Issued: _____ Cheque No: _____ Amount: _____</p>
