



Application for CFUW Ontario Council (OC) Special Event/Project Advance (Loan) (For revenue generating event or project)

Financial Policy: May, 2017

- 4.1. When funds permit, OC will provide a monetary advance to local clubs for a special event or project which is intended to produce revenue or raise funds. Examples of eligible applications would include any fundraiser (regardless of the beneficiary of the funds), such as raffles, book sales, house tours, luncheons, or any event where admission is charged or project where items are sold.
- 4.2. Clubs seeking a monetary advance from OC for special event/project will submit a budget together with a written request to their Regional Director, which will then be considered for approval by the OC executive.
- 4.3. The maximum amount to be advanced in relation to any event/project is \$300.
- 4.4. The advance (loan) **must** be returned to OC within 30 days of the event or completion of the project.
- 4.5. A club will be advanced funds only once in a three year period.

Name of Club(s): _____

President's Name: _____

Address: _____

City, Postal Code: _____

E-Mail: _____



Respond to the following:

1. Describe the planned event/project: (i.e. creating professional materials, marketing or advertising either internal or external to CFUW).
2. Why should this event qualify for an Ontario Council Grant?
3. Budget (sample as shown)

Application for CFUW Ontario Council (OC) Special Event/Project Advance (Loan) (For revenue generating event or project)

Sample Financial Plan/Budget

Revenue:

Ontario Council Advance
Sponsors
Donations

Total:

Expenses:

Room rental
Moderator gift/Honorarium
Publicity
Postage and Supplies
Photocopying

Total:

Net: