

## **How to Apply for Financial Assistance for your Workshop**

Western Ontario Drama League wants to support workshops within our region. This is part of our mandate to provide education in Theatre Arts. We will underwrite workshops to a maximum of \$300 each. We realise that while some workshops are going to cover costs, others will not. Here's how to apply for the safety net.

### **Apply**

- Apply at least two weeks prior to your workshop.
- Complete the two page application form
- We understand that many of the numbers you supply will be estimates.
- We recommend that the participants pay something to attend the workshop, but we aim to help you keep it affordable.
- Once completed, email to [workshops@wodl.on.ca](mailto:workshops@wodl.on.ca)

### **Approval Process**

- Your application will be circulated to the Membership and Development Committee for review and approval.
- The Membership Chair will let you know as soon as your application has been processed.

### **Meeting the requirements**

- We can help you to fulfill the requirement to make the workshop available to members of other WODL groups.
- Send the workshop details to our Webmaster to post on the WOOL website  
[webmaster@wodl.on.ca](mailto:webmaster@wodl.on.ca)
- And to our Communications person [communications@wodl.on.ca](mailto:communications@wodl.on.ca)
- Keep your receipts and proof of payment to your workshop leader.

### **After the Workshop is completed**

- Complete the form with the actual figures and send to [workshops@wodl.on.ca](mailto:workshops@wodl.on.ca) with receipts.
- This will be circulated to the membership committee for final approval.
- If your workshop suffered a loss, and the criteria were met, this will be approved and the WODL Treasurer will issue a check to cover the loss UP TO A MAXIMUM OF \$300.00.