

CRITERIA FOR WODL FINANCIAL ASSISTANCE FOR WORKSHOPS

1. Group must be a member in good standing of Western Ontario Drama League.
2. WODL will provide financial assistance by **underwriting** the cost of your workshop to a maximum of \$200 per approved workshop.
3. There is a maximum of \$1,000 available per fiscal year - June 1 to May 31.
4. WODL expects the group and/or attendees will share the expenses of the workshop.
5. The attached application must be completed, including the detailed budget information. You may include the full \$200 in your Proposed Income budget, but your final report should contain the actual figures.
6. WODL will contribute \$200 to approved workshops, or what is needed for the workshop to break even, whichever is the lesser amount.
7. One person from the group must be designated as contact with WODL
8. Forward your application to the WODL Membership & Development Chair as soon as arrangements have been completed, and at least two weeks prior to the workshop taking place. Financial assistance is available on a First Come/First Served basis and the criteria must be met.
9. WODL Membership & Development Chair must be informed **immediately** if workshop is postponed or cancelled for any reason.
10. Other WODL members **must** be invited to participate. Until shortly before the workshop a substantial portion of spaces must be available to other WODL group members. While recognizing that filling a workshop with the desired number of participants must be a central concern of the host group, WODL seeks assurance that the workshop is open to other groups in a meaningful way. Groups sponsoring workshops must provide information about the workshop to the WODL web site and editor of the WODL newsletter.
11. A copy of the contract with, or proof of payment of fees to, the resource person must be included with the Final Report.
12. Submit your Final Report, complete with financial statement and receipts, to the WODL Membership & Development Chair. This will be reviewed and, if all criteria are met, forwarded to the WODL Treasurer to issue a check to the group for the appropriate amount.

WODL Membership and Development Chair – membership@wodl.on.ca

WODL Webmaster – webmaster@wodl.on.ca

WODL Communications – communications@wodl.on.ca