

# 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 \$200 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 Membership & Development Chair at [membership@wodl.on.ca](mailto:membership@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 WODL 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 [membership@wodl.on.ca](mailto:membership@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 \$200.00.**