

Whitehorse United Church

Herb and Dorreene Wahl Memorial Fund TRAINING FUND APPLICATION PACKAGE

HOW TO APPLY FOR TRAINING FUNDS

- 1. Print a copy of the Training Fund Application Package from the Whitehorse United Church website or obtain a package from the Church office.**
- 2. Read the Application for Funding Guidelines and retain for your files.**
- 3. Remove the Summary Report form and retain. This form must be completed and returned to respective Training Fund Committee within 3 months of completion of your funded activity.**
- 4. Complete the Request Form.**
- 5. Submit your Request for Training Funds to the Music Training Fund Committee or the General Training Fund Committee via the Whitehorse United Church Office (drop off or email to wuc@klondiker.com).**

Herb and Dorreene Wahl General and Music Training FUND

APPLICATION FOR FUNDING GUIDELINES

Purpose

General Training Fund (Education and Outreach)

The yearly earnings on the Church Fund shall be used to support costs related to training projects supported by the Whitehorse United Church. It shall be used for individuals who are members or adherents of the Church or individuals who will benefit the members or adherents of the church. All decisions with respect to the Church Fund, including but not limited to, what projects will be supported, and the degree of financing assistance to be made available shall be made by the Whitehorse United Church Council.

Music Training Fund

The Music Training Fund shall be used to provide for training and related costs for music training to individuals who are members or adherents of the Church or individuals who will benefit the members or adherents of the Church.

Eligibility (who can submit an application)

Any member or adherent of Whitehorse United Church may submit an application.

Funding

1. Tuition, transportation, professional fees, accommodation or supplies related to the activity or project
2. Educational, theological, vocal, instrumental or theoretical training
3. Bringing outside clinician(s) to Whitehorse

Procedures

- 1) Requests for funding must be submitted to the appropriate Training Fund Committee via the Whitehorse United Church office (email submission or paper copy).
- 2) Applications will be reviewed a minimum of two times per year. Applications can be submitted at any time. Decisions will be made within four (4) weeks of the submission.
- 3) Decisions regarding the disbursement of all training funds will be made by the appropriate Training Fund Committee. These decisions will be communicated to Whitehorse United Church Council for tracking and informational purposes.
- 4) Funds can be issued in advance of the activity/project.

- 5) A Committee member will advise the applicant of the Committee's decision.
- 6) Any group or individual who undertakes an activity/project **prior** to receiving a funding decision from the Training Fund Committee assumes all financial responsibility for the activity should the funding subsequently not be approved.
- 7) An application will be reviewed on its own merits, taking into account such criteria as: 1) overall benefit to the congregation, 2) availability of funds, 3) number of proposals, 4) financial need of applicant(s), 5) number of people to benefit from the activity/project, 6) application history of the group or individual, 7) opportunity for funding from other sources.
- 8) Should an application be denied, the Training Fund Committee will provide an explanation to support its decision. A decision may not be appealed.

FOLLOW-UP RESPONSIBILITIES OF THE APPLICANT

Applicants receiving funding support must provide a report on the activity within three (3) months of completion of the activity. The report can be written (see form provided) or delivered verbally to the congregation on a Sunday morning

Information to consider: How did this activity meet your training goals? What are the benefits to the Whitehorse United Church Community?

Further requests for funding by the same group or individual may not be considered until the summary report and required expense reports for any previously funded activities have been submitted.

Fund Committee Decision

Approved _____ Not Approved _____

Rationale:

Amount Approved: _____ Date: _____ Summary Report Received: _____

Which Training Fund: **General Training Fund** **Music Training Fund**

Type of Activity/Project: Individual/Family Group

Individual/Group Contact Name: _____

Address: _____

Phone: _____ E-mail: _____

Name of Proposed Activity/Project:

Location: _____ Proposed Date of Activity/Project: _____

Amount of Funding Requested: \$ _____

Budget Breakdown for Activity/Project (COMPLETE IN CANADIAN DOLLARS):

| <u>ITEM</u> | <u>AMOUNT</u> |
|---|---------------|
| Transportation | \$ _____ |
| (Gas receipts) | \$ _____ |
| Accommodation (___ nights at \$_____/night) | \$ _____ |
| Registration (Please attach copy of completed form) | \$ _____ |
| Professional Fees _____ | \$ _____ |
| Other (describe) _____ | \$ _____ |
| Other (describe) _____ | \$ _____ |
| Total | \$ _____ |

Other potential sources of funds/partnerships (specify)

Please attach a copy of agenda, itinerary, schedule, program or other supporting material.

Agreement

I have read the guidelines for receiving training funds and agree to adhere to them. I am willing to share the results of my activity as requested and complete and return the summary report within 3 months after completion of the activity.

Applicant's Signature: _____

**Herb and Dorreene Wahl Memorial Fund
TRAINING FUND SUMMARY REPORT
SUBMIT ON COMPLETION OF ACTIVITY/PROJECT**

Participant/Group: _____ Activity: _____

How did this activity meet your training goals? Be specific.

Would you recommend this activity to other people? **Why or why not?**

Is there any additional information about the activity that you feel would be important to bring to the Committee's attention?

Are there any additional comments or suggestions that you could provide to the Music Fund Committee to enable us to improve the application process?

Please return your summary report to the Music Fund Committee (via the Whitehorse United Church Office) within 3 months of completion of the activity.