



## TRAPPERS COUNCIL WORKSHOP FINANCIAL ASSISTANCE APPLICATION FORM

COUNCIL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

PURPOSE OF FUNDING: \_\_\_\_\_

DATE REQUIRED: \_\_\_\_\_

WILL THE WORKSHOP BE OPEN TO ALL TRAPPERS? \_\_\_\_\_

WILL THE WORKSHOP BE OPEN TO THE PUBLIC? \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE EXPECTED TO ATTEND: \_\_\_\_\_

WILL THE WORKSHOP BE HELD IN CONJUNCTION WITH ANOTHER TRAPPERS COUNCIL(S)? \_\_\_\_\_

IF YES, WHICH ONE(S)? \_\_\_\_\_  
\_\_\_\_\_

ZONE DIRECTOR SIGNATURE: \_\_\_\_\_

A workshop agenda or a brief description must be attached.

See guidelines on Page 2.

## **Guidelines for Trappers Council Workshop** **Financial Assistance**

The following guidelines have been prepared to assist Trappers Councils in preparing applications for Workshop Financial Assistance.

1. Workshop must be open to all trappers.
2. Preference will be given to workshops that are open to the general public.
3. Workshop must be educational in format, promote a positive image of trapping and help support the future of trapping.
4. In order to ensure the Federation's ability to assist Councils who have limited financial resources, Councils should only apply for financial assistance where there is a need.
5. Funding assistance will be provided for hall rental and workshop promotion (eg. Advertising and mailing costs).
6. Funding assistance will not be provided for prizes, awards, meals, wages, travel or accommodation.
7. Application must be received at least 60 days in advance of the event, and must be accompanied by a workshop agenda. No applications for funding assistance will be accepted retroactively.
8. Application must be signed by the applicable OFMF Zone Director.
9. Original receipts, or legible photocopies, for eligible expenses must be available and provided to the OFMF office, if requested, within 30 days of completion of the workshop.
10. Each Council may only apply for funding assistance once a year.
11. Councils who wish to hold joint workshops may combine their requests.
12. Final approval is subject to the discretion of the OFMF Executive Board.

**See application on Page 1.**