

Newfoundland and Labrador Environment Network

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172 Military Road - P.O. Box 5125 - Stn. C - St. John's, NL – A1C 5M3
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In 2005, the NLEN introduced the **Member Support Program**. The NLEN Steering Committee is pleased to announce that this program will continue in the 2008 - 2009 fiscal year.

The **Member Support Program** has been created to offer financial assistance to member groups to cover some of the costs associated with attending workshops or conferences, organizing community events, or producing educational publications or promotional material.

The application form below has been created to aid the NLEN Steering Committee (SC) in selecting eligible applicants. Applications must demonstrate how the planned event or end product is related to *the betterment of the environment*. The NLEN Steering Committee will review applications as soon as possible. If your application requires immediate attention, please indicate by checking the box on the top of page two.

Member groups will be limited to receiving funding only once between 1 April and 30 September, and only once between 1 October and 31 March. Approval is limited to the *availability* of funds. Funding for the program will be *renewed in April and October*, with any unused funds carried forward.

Three categories have been designated for funding. The maximum amount allotted per application in each category is as follows:

- | | |
|---|--|
| i) To attend a <i>workshop/conference</i> : | 75% of total costs to a maximum of \$250 |
| ii) To organize an <i>event/activity</i> : | 50% of total costs to a maximum of \$150 |
| iii) To produce a <i>publication</i> or <i>promotional material</i> : | 50% of total costs to a maximum of \$100 |

Here are the requirements for Member Support Funding: Submit your application prior to the event or production of materials. Attach the invitation or website describing the workshop/conference; or include a work plan of your event/activity; or include quotes for your publication/promotional material. *Following* the event or production of the materials, *reimbursement is contingent on*:

1. submission of copies of receipts *within 30 days*.
2. i) Workshops/Conferences: attendees will work with the NLEN to make every attempt to share learned information, such as through facilitating a mini-workshop, presenting at a monthly Lunch and Learn, or submitting an article to the NLEN's weekly E-update.
ii) Events/Activities: Submit an article (including pictures if available) to the NLEN E-Update or webpage.
iii) Publications/Promotional: Send the NLEN at least two copies of the produced materials.

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Application Form – NLEN Member Support

NOTE: If you require or wish for more space to present your request for funding, please feel free to attach a 1-page document (maximum).

REQUIRES IMMEDIATE ATTENTION BY (DATE): _____
(Note: The NLEN Steering Committee will require at least one week to review applications.)

a. Group: _____

b. Contact Person & Info: _____

c. Contact Information for a member on the executive of the group: _____

d. Please select the category for which you seek support:

Attendance at workshop/conference (75% of total costs to a maximum of \$250)

Organize an event/activity (50% of total costs to a maximum of \$150)

Publications/Promotional materials (50% of total costs to a maximum of \$100)

e. Included is a copy of the invitation or website describing the workshop/conference; a work plan of the event/activity; or quotes for the publication/promotional material: yes no

f. Description of the workshop/event/publication with emphasis on how this will benefit the environment: _____

g. Outline the benefits of this to your group and the NLEN membership at large: _____

h. Breakdown on how this financial support will be used: _____

i. Total estimated cost = _____

j. Seeking from NLEN = _____

*****IMPORTANT*****

Receipts for expenses incurred from pre-approved activities ARE REQUIRED within 30 days.