

Chapter 13
Financial Assistance for Recruiting and Club Promotion Activities

PART 1

EOSARDA Subsidy for New Dancer Recruitment and Club Promotional Activities

13.1 EOSARDA's Subsidy Program

- a) The EOSARDA Board of Directors has approved the establishment of an annual fund of \$2,000 to help Member Clubs with their new dancer recruiting and club promotion activities.

13.2 Eligibility

- a) Application for an EOSARDA subsidy may be made by any Member Club in good standing, provided that the club has registered its dancers through EOSARDA in the dance year for which application for a subsidy is being made.

13.3 Limitations

- a) Subsidies are allocated on a first-come, first-served basis until such time as the funds set aside for this purpose in any dance year are exhausted.
- b) There is a limit of one application per dance year per Member Club.
- c) Assistance under this program is limited to a maximum of 50% of net expenses incurred to a maximum of \$250 per club.
- d) Eligible expenses must be over and above the club's normal operating expenses. Normal expenses for such things as hall rentals and dance leader fees are not eligible for reimbursement.
- e) All applications must be supported by copies of invoices and expenses must have been incurred within the current dance year. (See Appendix 1 for application form)

13.4 Process

- a) Application for an EOSARDA subsidy should be made by a duly authorized member of a club's executive body and should be sent to the Chair of EOSARDA's Club Liaison Committee.
- b) Application may be made at any time during the course of a dance year, subject to paragraph 13.3 a) above.
- c) The Club Liaison Chair will review the application for completeness and will ensure that it meets all applicable criteria. Incomplete applications will be returned to the applicant with explanation and may be resubmitted at a later date. For the purposes of determining priority of application, the date of receipt of an amended application will be the date on which it is received by the Club Liaison Chair.
- d) Where the Club Liaison Chair is of the opinion that an application meets the

applicable criteria, he or she will:

- Forward to the Treasurer of EOSARDA a copy of the completed application form submitted by the club with either the original or copies of all receipts submitted with the application.
 - Advise the Treasurer that the application has been reviewed and is in order and request that reimbursement be made to the club.
- e) Disbursements from this fund, up to the limits agreed to by the Board, may be made by the Treasurer upon the recommendation of the Club Liaison Chair
- f) Notwithstanding the foregoing, the Treasurer may, at his or her discretion, refer any application to the Board for its review, approval or rejection.
- g) The Board's decision in any such matter is final.

PART 2
Ontario Square and Round Dance Federation Recruitment Bursary

13.5 Federation Bursary Program

- a) Clubs applying for an EOSARDA subsidy may also apply for a Federation Recruitment Bursary.
- b) The Federation's Bursary program functions independently from EOSARDA's subsidy program. However, application for a Federation Recruiting Bursary is made via EOSARDA and may be made at the same time as an application for an EOSARDA subsidy.
- c) The criteria for obtaining a Federation Bursary are not the same as those for an EOSARDA subsidy.
- d) Clubs are not required to apply for a Federation Bursary in order to obtain an EOASRDA subsidy.
- e) For more information about the Federation's Bursary Program please see <http://squaredance.on.ca/club-support-for-recruitment-programs/>

13.6 Process for Applying for a Federation Recruitment Bursary

- a) To apply for a Federation Recruitment Bursary, a club must
 - i) Complete the Federation Recruitment Bursary Application portion of the application form (Appendix 2).
 - ii) Submit the completed form to the Chair of EOSARDA's Club Liaison Committee.
- b) The Chair of Club Liaison will:
 - i) Screen the application to ensure that it meets the basic criteria of the provincial program.
 - ii) When satisfied that the application is complete and meets the Federations requirements, forward it, with comments, to the Federation Director specified by Federation.
- c) Federation Bursary Applications must be received by EOSARDA on or before October 31 of the dance year in which the expenses were incurred and must be received by Federation on or before December 31 of the same dance year.
- d) The Federation has final approval over which clubs will receive a Recruitment Bursary.

Chapter 13 - Appendix 1
Eastern Ontario Square and Round Dance Association
Application for Subsidy for New Dancer Recruitment and Club Promotional Activities

To be completed if applying for an EOSARDA Financial Subsidy

Name of Club: _____

Name of applicant: _____

Position: _____

Address: _____

Telephone Number: () _____ - _____ Email: _____

A: Description and date of activities.

B: Please attach a financial report with copies of all receipts.

C: Total Expenditures \$
 Less 50% - \$
 Balance \$

Amount of assistance requested _____ (Maximum \$250.00)

List of Attachments: _____

Signed: _____

Date: _____

Chapter 13 - Appendix 2
Application for Ontario S&RD Federation Recruitment Bursary
To be completed if applying for an Ontario Federation Recruitment Bursary

Club Name: _____

Address: _____

Name of Club President or Contact Person: _____

Contact Phone Number: _____ **Email Address:** _____

What did you do to recruit new members that meet this bursary requirements?
(Note: An evaluation must be done after each activity): _____

How do you gather contact information from potential new recruits? _____

What makes your club outstanding? _____

Your club must indicate source and amount of any other funding received or applied for. Please give details:

Applicants Signature

Date

APPLICATIONS MUST BE SUBMITTED TO FEDERATION BY DECEMBER 31.
Please forward your completed application form to the Chair of EOSARDA's Club Liaison Committee for review.

Approval of Association:

Name:

Date:

For more information about the Ontario Square and Round Dance Federation Recruitment Bursary Program, see <http://squaredance.on.ca/club-support-for-recruitment-programs/>