



Subsidy Request Application

Complete this subsidy application and submit it to your Congregation Financial Officer (CFO) at least two (2) weeks prior to the registration deadline (*four (4) weeks prior to the event*).

If you are not connected to a congregation, please contact the Camping and Retreat Coordinator, Gwyneth Beer at gwyn@communityofchrist.ca for assistance.

Name of Applicant:		
Name of camper (<i>if different than applicant</i>):		
Address:		
City/Province:	Postal Code:	
Home phone:	Mobile:	
E-mail:		
Event:		
Event registration fee:	Amount to be paid by Applicant:	Amount of subsidy requested:
\$	\$	\$
Please provide a brief explanation as to why you are requesting a subsidy:		

_____ date

_____ signature of applicant

CFOs/Pastor(s): All subsidy requests are to be handled in a confidential manner between the Applicant and the CFO.

CFO procedure for payment of subsidies:

- The attendee is required to register and pay the registration fee online using Reggie.
- The CFO is asked to pay the approved amount directly to the attendee to facilitate online payment of the registration fee.
- If the CFO requires confirmation of payment notify Gwyneth Beer, the Camping and Retreat Coordinator (gwyn@communityofchrist.ca), who will forward confirmation of payment when it has been made.
- In the event the CFO is unable to pay the approved amount directly to the attendee, payment will need to be made manually by both the attendee and the congregation. In this event, the CFO should contact the Camping and Retreat Coordinator to discuss arrangements.

For CONGREGATION / CWM use only: Date Request received: _____

Approved: Yes No Amount allocated: _____

Authorizing signature: _____ Date: _____