



HOSPITAL AUXILIARIES ASSOCIATION OF ONTARIO EDUCATION GRANT APPLICATION – HAAO Convention 2010

The HAAO Education Fund gives grants for the continuing education of its member auxiliaries/associations, hereinafter referred to as the organization and hospital will be referred to as facility.

WE WILL FUND UP TO TWO (2) DELEGATES PER ORGANIZATION, ONE OF WHOM SHOULD BE A FIRST TIME ATTENDEE.

GRANT POLICY:

Grants are available to any member organization requiring assistance once they have spent 10% of the income or surplus on the education of their members. Up to 75% of the identified expenses may be granted.

MEALS WILL NOT BE FUNDED. A CURRENT FINANCIAL STATEMENT OF THE ORGANIZATION AND AN ITEMIZED LIST OF EDUCATION EXPENDITURES MUST ACCOMPANY ALL APPLICATIONS.

Please ensure that the application is on the current form and reaches the address below postmarked for review by **August 14, 2010.**

1. Name of Organization _____
 Location _____ Region _____
 Name of Organization President _____
 Address _____ Postal Code: _____
 Telephone () _____ E-Mail/Fax _____

2. Would you be able to send delegates if funding was not available? Yes _____ No _____

3. List estimated expenses:

a) Full Registration:	\$330 (1 or 2 people)	Total =	\$ _____
One Day Only:	\$285 (1 or 2 people)	Total =	\$ _____
b) Travel: Circle one	cost per person _____	Total =	\$ _____
(car, bus, train or plane)	excluding taxes		
c) Accommodation:	one room @ \$199.00 x 3 nights	=	\$ _____
(if 4 th night is required, please provide explanation)			
		TOTAL:	\$ _____

4. Amount of assistance applied for (up to 75%) \$ _____

5. Remainder to be subsidized by:
 Organization \$ _____ Facility \$ _____ Individual \$ _____

6. How much did your organization spend on education of your members last year? \$ _____

* Please return the Grant Assessment & Follow-up fully completed form and receipts ***within 30 days of event*** to the addresses overleaf. Failure to return form & receipts may make you ineligible for future grants.

Continued over....

GUIDELINES FOR THE EDUCATION FUND GRANTS TO ORGANIZATIONS

1. **LATE APPLICATIONS WILL NOT BE PROCESSED.**
2. Applications will be considered for a maximum of **TWO** delegate members per organization for the HAAO Annual Convention.
3. **UP TO 75%** of the estimated expenses for the most economical method of travel, registration and accommodation will be granted (**meals and taxes not included**). **RECEIPTS ARE REQUIRED.**
4. An “reviewed” financial statement as presented at your last annual meeting must accompany the form and should include lottery and gift shop receipts.
5. The completed application and financial statement should be sent to the Treasurer.
6. The application will be processed and funds allocated by the Treasurer in consultation with the Grants Committee.
7. Any portion of the grant not used must be returned to the HAAO Education Fund c/o the address below.
8. Attach a list of names of proposed delegate members.

Send completed form and a current financial statement to:

Margaret Anne Robertson
HAAO Treasurer
146 Hemlock Place
Thunder Bay, ON P7C 1W6

**AN INCOMPLETE APPLICATION OR USE OF OUTDATED FORM
MAY DISQUALIFY YOUR REQUEST**

<p>HAVE YOU ENCLOSED?</p> <p>A list of names <input type="checkbox"/></p> <p>A copy of your reviewed financial statement <input type="checkbox"/></p> <p>An itemized list of education expenses..... <input type="checkbox"/></p> <p>HAVE YOU ANSWERED?</p> <p><u>Every</u> question..... <input type="checkbox"/></p>
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Document In Effect Until - November 10, 2010