**NS Area Youth Event Funding Request Form**

Funding for an Area Youth Event has been included in the 2023 Budget and is accessible as follows:

* Area Commissioner (AC), or her delegate, completes the following form and submits to the Provincial Treasurer (PT) [ns-treasurer@girlguides.ca](mailto:ns-treasurer@girlguides.ca).
* Maximum annual request not to exceed $2,000
* PT reviews and circulates to the Provincial Commissioners for approval.
* Once approved, the PT requests a transfer of funds to the NS Executive Assistant (NS EA) at [ns-ap@girlguides.ca](mailto:ns-ap@girlguides.ca).
* NS EA requests transfer and notifies all (AC, PT & PC’s) that it has been requested.

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| **Application Form** | |
| Name of Submitter |  |
| Area |  |
| Date of Event |  |
| Event Name |  |
| Amount requesting |  |
| Event Overview |  |
| Target Audience by Branch |  |
| Budget for the Event |  |
| Expected outcomes |  |
|  | |
| **Evaluation Form** | |
| * Using the original submission form, and within 30 days of the completion of the Event, the AC (or her designate) then completes the following information and forwards it to the PT. * PT then circulates to the PC’s. * AC provides an update to Council, via the standard reporting process. | |
| Date of Event- was there a change |  |
| # of attendees by Branch |  |
| Final Cost of Event |  |
| Results to expected outcomes |  |