

**Courtenay Little Theatre**  
**Educational Fund**  
**Policies and Procedures**

**Purpose and Structure:**

The purpose of the CLT Education Fund (ED FUND) is to provide monies for educational opportunities in the performing arts to current members of CLT who have been a member in good standing for at least one calendar year and who have contributed significant time and effort in at least one CLT production.

The ED FUND will pay up to 50% of the cost of an educational opportunity including tuition and travel.

Contributions to the ED FUND will be generated by:

- 10% of the profit of each production
- the profit of at least one fundraising event or project each year
- donations specifically designated to the ED FUND by the donor

**Awarding of Funds:**

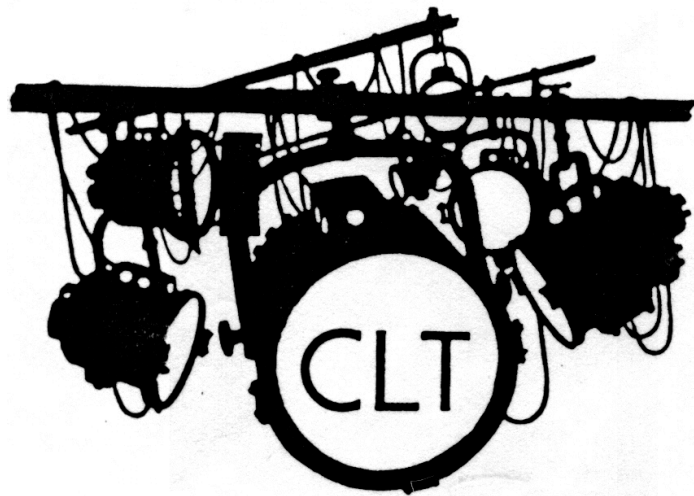
The Education Fund Committee will award ED FUND monies. The committee will be comprised of one Board member and two (2) members at large. The awarding of funds will be based upon individual needs and the availability of funds at the time of application.

Recipients of ED FUND monies are expected to bring their new knowledge back to the community and share it with other CLT members in some capacity.

**Application Procedure:**

1. The applicant must fill out the ED FUND application form and submit it at least 6 weeks (or ASAP) in advance of the deadline for payment of expenses.
2. The applicant must provide written documentation of course and cost, with confirmation (if applicable) of acceptance into the course.
3. All forms and documentation are to be mailed to:

**Courtenay Little Theatre**  
**P.O. Box 3033**  
**Courtenay, B.C. V9N 5N3**  
**Attn: ED FUND**



Courtenay Little Theatre  
APPLICATION FOR EDUCATIONAL FUNDS  
(ED FUND)

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** (Home #) \_\_\_\_\_ (Work #) \_\_\_\_\_

**Email:** \_\_\_\_\_

**COURSE: Name:** \_\_\_\_\_

**Description:** \_\_\_\_\_

\_\_\_\_\_

**Institution Name and Address:** \_\_\_\_\_

\_\_\_\_\_

**Is course space available at the time of application? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Course Expenses:** Tuition fee \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

Amount requested from ED FUND \$ \_\_\_\_\_

Date funds are needed \_\_\_\_\_

**Please describe your most recent participation in CLT:**

\_\_\_\_\_

\_\_\_\_\_

**How will you share your new knowledge with CLT?**

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**ED FUND COMMITTEE:**

\_\_\_\_\_