



SWKKF Grants and Fundraising Committee MEMO



In an effort to assist clubs within the SWKKF receive funds for hosting tournaments, workshops, leadership development, new programs or to cover overhead costs the SWKKF has put together a new committee to assist clubs in obtaining funds. There is often a lot of research, paperwork, adherence to timelines and rules that need to be completed. If you possess the time, knowledge, and desire to volunteer please contact Sensei Heather Fidyk senseiheather@calgarywadokai.com by March 1, 2014. The first meeting of this committee will be held in March likely via Skype.

1. *Mandate*

To search out Grant and Funding Opportunities for the SWKKF and to provide information and guidance for SWKKF clubs to access these opportunities.

2. *Committee will consist of 6 people*

- Senate Advisor - President
- Chairperson
- Researchers -2
- Writers - 2

Chairperson

- Responsible for email communication from various clubs with questions or in need of assistance
- Responsible for email communication with committee members
- Ensure quantity guidance and follow up is provided to committee members and clubs
- Provide guidance in research and writing, including proof reading
- Responsible for making certain grant reports are filed

Researcher

- Responsible for sourcing out potential funding opportunities for the SWKKF and clubs who inquire
- Putting together short proposal ideas for a potential source
- Communication with writer and assistance in process

Writer

- Responsible for putting together the application
- Communicate with potential funder in the application process
- Responsible for making certain grant reports are filed