

SUPPORT PROCESS CHART

APPLICANT

FILL OUT APPLICATION FORM

PREPARE COVER LETTER

GATHER ALL DOCUMENTS

SUBMIT PACKAGE TO THE SUPPORT COMMITTEE

SUPPORT COMMITTEE

CONFIRM SUPPORT AMOUNT OF DOLLAR FOR THE YEAR

RECEIVE APPLICATIONS

CHECK APPLICANT SUBMISSION FOR COMPLETENESS_MEET REQUIREMENTS

EVALUATE APPLICANTS_INTERVIEWS ARE OPTIONAL

MAKE A RECOMMENDATION WITH TOTAL OF \$ AND SUBMIT TO THE ASSOCIATION BOARD

PROVIDE LETTER WITH SUPPORT CHEQUE

THE ASSOCIATION BOARD

PROVIDE COMMITTEE WITH BUDGET

APPROVE RECOMMENDATION

SUPPORT PROCESS

1. The support committee:
 - Receives applications.
 - Checks applicant submission for completeness and meeting the requirements.
 - Evaluates applicants.
 - Makes a recommendation.
2. The support committee submits the recommendation to the board for approval.
3. The Board approves recommendation.
4. The support committee presents letter with support cheque to the successful applicant.