

Embroiderers' Guild of Victoria

SIG Loan Form

SIG _____ Date _____

Contact person _____

Phone _____ E-mail _____

Explain why your SIG needs a loan from the Embroiderers' Guild of Victoria (EGV). Include details such as the date, location and subject of the workshop. A proposed budget must include revenue (workshop fees, other) and expenditures (teacher fee, travel, room rental, supplies and any other costs). Include an up-to-date financial statement of SIG finances.

How will this activity/workshop promote or enhance the growth of the SIG members.

Reimbursement

The Loan is to be repaid within one year of the completion of the subsidized workshop/activity. The loan can be paid back in full with cash or with 50/50 money/service where half is paid in cash and the other half is paid by the SIG organizing a major Guild fundraising event e.g. Spring Festival.

What are your plans for the reimbursement of this loan?

This form must be completed and submitted to the EGV President in time for the February Executive Meeting for inclusion in the proposed EGV budget discussions. It is advisable that a representative of the SIG be prepared to speak to the request during the budget discussions at an EGV evening meeting.

Signed _____

Signature of SIG coordinator

date

Received by _____

Signature of EGV President or Treasurer

date