

## **NYS Capital District Intergroup Application for Meeting Assistance**

Your Capital District Intergroup is committed to supporting any of its individual meetings with a special need by offering them funds in the form of grants or loans. Meetings can apply at any time by submitting the attached form.

Please review and complete this form in full at your business meeting. Send the completed form to the Intergroup treasurer for initial review at least two weeks before Intergroup meets so that it can be placed on the agenda. Intergroup will review each request for support on a case by case basis. You are encouraged to have a representative from your meeting attend the Intergroup meeting to answer any questions, but it is not required. You do need to provide the name (\*\*) and contact information for a person who can answer any questions there may be about the application.

Intergroup meetings are usually held on the second Saturday of the month in Delmar after the 9:00am recovery meeting at the Delmar Reformed Church, 386 Delaware Ave., Delmar, from 10:10am-11:30am. All OA members are welcome to attend.

Intergroup expects the meeting application to demonstrate need as well as sustainability and the reasoning behind the request. A strong factor in consideration of requests is the commitment shown by the meeting. For example, a small meeting just getting started might need an initial room rent deposit; such applicants might demonstrate they have matching funds coming from the start-up members. Another meeting might need insurance funds and ask Intergroup for a loan to cover part of the first-year cost; in such cases, a repayment plan would be part of the application. A meeting might have a small public information project that is beyond their financial means and ask for a subsidy from Intergroup; that meeting would provide the project budget and explain how much meeting money is going into the project. You are encouraged to attach any supporting documentation (e.g., a written quote from an insurance agency). Show how Intergroup funding will make a difference!

Intergroup decisions on requests are based on the type (grant or loan), level of need, number of requests, and the overall availability of funds. Approval of applications requires Intergroup group conscience consensus for approval. In an emergency, three Intergroup board members can render a decision. If you have any questions, please contact one of the Intergroup trusted servants.

This application form may be downloaded from our website and submitted to our treasurer for initial review via email or by sending it to: NYSCD Intergroup, PO Box 38125, Albany NY 12203.

**Sept. 2017**

**NYS Capital District Intergroup  
Application for Meeting Assistance**

1. Meeting City/Day of the Week/Time: \_\_\_\_\_

2. Meeting number (can be found on our meeting list or at [www.oa.org](http://www.oa.org)): \_\_\_\_\_

3. General format(s) of your meeting: \_\_\_\_\_

4. Intergroup Rep. Name, Phone Number & Email Address: \_\_\_\_\_

5. **\*\*Application Contact Name, Phone Number & Email Address:** \_\_\_\_\_

6. Business meeting date at which this application was completed and approved for submission: \_\_\_\_\_

7. Average weekly meeting attendance: \_\_\_\_\_

8. Amount of monthly rent or donation for meeting space: \_\_\_\_\_

9. Besides the amount in question #8 and the purchase of literature, list any other meeting expenses (e.g., insurance) \_\_\_\_\_

10. Amount in the prudent reserve? \_\_\_\_\_ How was this figure calculated? \_\_\_\_\_

11. Describe the need or project for which the meeting is requesting funding. (Use the back of the form for details.) Include an overall budget and the date by which the meeting must get an Intergroup decision.

12. Amount requested: as a loan \_\_\_\_\_ as a grant \_\_\_\_\_

If a loan is requested, describe the repayment plan:

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For Intergroup Use:

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ Approved: \_\_\_\_\_ Comments: \_\_\_\_\_