



Special Projects Policy

What is Special Project Funding?

- A once yearly grant of up to \$2,000 per Local to promote a specific special project that Local membership identifies as a priority at a general membership meeting.

Purpose

The purpose for the Special Projects Funding (SPF) is to assist in building a strong UNW and Locals by encouraging and supporting:

- union education for active members
- participation in union functions such as conventions
- member participation in events to promote the UNW as a community partner
- recruitment of new members, and enhancing understanding of the union within the membership.

How to apply

- Hold a general membership meeting, discuss the details and come to agreement on the project, and pass a motion to apply for the funding. The project must meet the purpose criteria.
- The motion must identify a specific special project, including breakdown of costs, where possible
- Complete the application form. (Application form must reflect the details of the plan).
- Attach to the form: minutes and copy of most recent quarterly financial report
- SPF will not be approved for Locals that are not up to date on financial reporting to Headquarters
- Email all documents to the Director of Finance and Administration (DFA) at Headquarters.
- **Deadline to apply: September 30 annually**

Approval process

- The funding is not intended for simple donations. Only 25% of the \$2,000 per Local will be approved for that purpose.
- Under normal circumstances the Local will be advised by the DFA within a month of complete application receipt.
- If there are any missing documents or information, the approval process will be delayed until all required documents are received.

Accountability - Reporting

- On completion of the Special Project, the Local will report to the DFA by sending the details of the actual costs and measurable impact of the work. (reporting form attached)
- Failure to provide reporting may result in the Local being ineligible for SPF in the following year.

Excess

- Each calendar year, after October 1, any residual money in SPF budget will be available for Locals to make a 2nd application for another project / initiative.
- Any Locals who have not yet applied for the funding that year will have first priority (at October 1).
- Excess funding will only be available for a new project that year.
- Approval of a 2nd application will depend on the report from the first project.
- Two applications will not be processed at the same time.

Questions and Assistance

- Talk to your RVP. If your RVP is not available, contact the 1st Vice President for further information and discussion.



Special Projects Application Form

Local making submission: _____	Submission date: _____
Amount applied for: \$ _____	Date of general meeting where motion passed: _____
Checklist of required attachments:	<input type="checkbox"/> Copy of minutes with motion <input type="checkbox"/> Copy of most recent financial reporting

Description and detail of Special Project:

How will the Special Project meet the requirements in the purpose of the policy? (see reverse)

Breakdown of costs	Cost \$	Description
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Total estimated costs	<u>\$ _____</u>	_____

Signature: _____ **Date:** _____
Position: _____ (President, Vice-President, Secretary, or Treasurer)

Submit form and attachments to the Director of Finance and Administration dfa@unw.ca and hq@unw.ca

<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Cheque payable to:	_____
In the amount of:	\$ _____
Approval Signature	Date



Special Projects Reporting Form

*This form must be completed in full and returned to UNW HQ upon completion of the Special Project. If you do not complete this form, your Local may not be eligible for Special Projects Funding next year.

Local: _____	Date: _____
Amount applied for and received: \$ _____	Amount Spent: \$ _____

Description of Special Project:

Positive outcomes of the project:

Things you might do differently:

Any other information / notes:

Signature of Local Officer

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