



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.