



CUPE NOVA SCOTIA

SOLIDARITY CONVENTION ASSISTANCE FUND

GUIDELINES

1. An amount equal to the donations received from Locals at the Division Convention each year will be allocated to the Solidarity Convention Assistance Fund, to assist smaller Locals to attend the next CUPE Nova Scotia Division Convention.
2. Local Unions will be eligible to apply for assistance towards the cost of sending one delegate only. Locals accepting assistance from the Fund will not be eligible to send any other delegates (including an alternate delegate).
3. Local Unions applying for assistance from the Fund must meet all established criteria in order to be declared an eligible Local.
4. Eligible Locals will be entitled to receive:
 - a. equal shares of available monies; or
 - b. reimbursement of the following expenses:
 - (i) 100% of eligible travel costs (as per CUPE N.S. Expense Policies) to and from the location where the Convention takes place;
 - (ii) 100% of receipted accommodation costs to a maximum of three (3) nights (not to exceed the "Special Convention" single room rate plus tax in an approved Convention hotel);
 - (iii) 100% of lost wages and benefit costs to a maximum of three (3) days;
 - (iv) 100% of meal per diem as per CUPE N.S. Expense Policy; and
 - (v) 100% of registration fee.

ELIGIBILITY CRITERIA

All of the following conditions must be met:

1. The Local must have an income-related Union Dues structure in conformity with Article B.4.3 of the CUPE National Constitution.
2. At the time of application, the Local Union must be in compliance with the constitutional provisions governing Per Capita Tax obligations to the National Union.
3. At the time of application, the Local Union must be in compliance with the constitutional provisions governing Per Capita Tax obligations to CUPE Nova Scotia.
4. Trustees Reports for the 12-month period January to December prior to Convention must be included with the application.
5. The Local Union must provide the Division Secretary-Treasurer with copies of the Local's monthly financial reports, duly adopted at General Membership Meetings, three months prior to February 1st of the Convention year.
6. Over the 12-month period, from January to December of the year prior to the Convention, the average financial assets of the Local Union must be less than two (2) times the cost of sending a delegate to Convention. The cost of sending a delegate to Convention shall be based on the estimated cost to the Local of the delegate's lost wages and benefits, established Convention hotel rate, travel cost, per diem and registration fee. For newly-established Locals, financial assets will be averaged from the month of the Local's first Per Capita Tax payment to February of the Convention year.
7. First consideration will be given to Local Unions that have not received assistance to prior Conventions.
8. Applications for assistance must be made on an official application provided by the Division Secretary-Treasurer, signed by the Local Union President and Secretary or Treasurer, and received by the Division Secretary-Treasurer no later than **March 15th** of the Convention year. **All required documentation must be received by this date for applications to be considered.**

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