



CUPE NOVA SCOTIA SOLIDARITY CONVENTION ASSISTANCE FUND

Did you know?

- That CUPE Nova Scotia Division has a **Solidarity Convention Assistance Fund** that may help send a delegate from your Local to our Division Convention?
- That, if your Local qualifies, CUPE Nova Scotia Division may reimburse your travel costs, hotel accommodations, per diem, Registration Fee and lost wages?
- That, if your Local does not have funds to send a delegate to the Division Convention they can apply to the **Solidarity Convention Assistance Fund** for assistance?

Review the attached CUPE Nova Scotia Solidarity Convention Assistance Fund Guidelines to see if your Local qualifies.

To apply, just complete the attached application form and send it by **March 15th, 2019** to:

Sandra Trenchard
19 Gerard's Lane
Sydney, Nova Scotia, B1P 3H8
(902) 564-1051 (home) (902) 304-9821 (cell)
sandratrenchard19@gmail.com

Locals will be notified by March 28th if their application qualifies for assistance.



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 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 the following criteria 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.

DECISIONS

The decisions of the CUPE Nova Scotia Executive Board will be final. CUPE Nova Scotia assumes no responsibility for applications or supporting documents lost, misdirected, or otherwise not received by the deadline. It is the applicant's sole responsibility to ensure that the application is made correctly, legibly and by the deadline. **Late submissions will not be considered.**



CUPE NOVA SCOTIA SOLIDARITY CONVENTION ASSISTANCE FUND APPLICATION FORM

Local Union Name and Number: _____ Province _____

Contact Person (name and title) _____

Mailing Address _____

Telephone (work) _____ (home) _____ (fax) _____

1. What is your Local Union's dues structure? _____

2. What are the average monthly Union dues paid by the members of your Local? \$ _____

3. The last per capita tax payment made to CUPE National and CUPE NS by your Local is for which month? National _____ CUPE NS _____

4. Is your Local's Trustees Report for the 12-month period (Jan - Dec) prior to Convention on file with the National Secretary-Treasurer? yes no
Please include a copy with this application.

5. Based on current costs, what would be the estimated cost to your Local Union of sending a delegate to the Division Convention?

- travel to/from (per National rate) \$ _____
- hotel accommodation
(3 nights x \$ per night) \$ _____
- per diem/meal allowance
(4 days x \$ per day) \$ _____
- Registration Fee \$ _____
- lost wages & benefit costs
(3 days x \$ per day) \$ _____

TOTAL ESTIMATED COST: \$ _____

6. What are the average financial assets of your Local for the 12-month period January to December prior to Convention year? \$ _____

Please enclose copies of the financial statements adopted by your Local's membership for 3 months prior to March 1st, 2019. March 15th, 2019 is the application deadline.

Signature of President

Signature of Treasurer

Date