

## NATIONAL CONVENTION AND NATIONAL EVENTS ASSISTANCE FUND

In accordance with the provisions of Article 14.4 of the National Constitution, an amount equal to .001% of General Fund revenue will be allocated to the permanent National Convention and National Events Assistance Fund.

### GUIDELINES

1. Local unions will be eligible to apply for assistance towards the cost of sending **one delegate only** to national convention. Locals accepting assistance from the fund will not be eligible to send any other delegates (including alternate delegate or observer).
2. Local unions applying for assistance from the fund must meet all established criteria in order to be declared an eligible local union.
3. Eligible local unions will be entitled to receive the lesser of:
  - a) an equal share of available monies, or
  - b) reimbursement of the following expenses:
    - (i) 100% of eligible receipted travel costs (as per CUPE expense policies) to and from the city where the convention takes place, not to exceed the cost of return airfare at the CUPE rate; and
    - (ii) 100% of receipted accommodation costs to a maximum of six (6) nights (not to exceed the "special convention" single room rate plus tax in an approved hotel); and
    - (iii) 100% of lost wages and benefit costs to a maximum of five (5) days; and
    - (iv) 100% of per diem as per CUPE's policy; and
    - (v) 100% of registration fee and sectoral meeting fees.
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 and must have an income-related dues level of at least 1.5%. Special consideration may be given to a local union that has an income-related dues structure of less than 1.5%.
3. At the time of application, local union trustees reports for the 12-month period January to December of the previous calendar year must be on file in the National Secretary-Treasurer's office.
4. The local union must provide the National Secretary-Treasurer with copies of the local union monthly financial reports, duly adopted at general membership meetings, for the first three months of the national convention year.
5. Over the 15-month period, from January of the year prior to the convention to March of the convention year, the average financial assets of the local union (and of any of its subsidiary or arms-length entities) must be less than five (5) times the cost of sending a delegate to the convention. (The cost of sending a delegate to convention shall be based on the estimated cost to the local union of the delegate's lost wages and benefits, established hotel rate, travel cost not to exceed special airfare rate, per diem and registration fees.) For newly established local unions, financial assets will be averaged from the month of the local union's first per capita tax payment to March of the year of the convention. Special consideration may be given to a local union that during the aforementioned 15-month period has average financial assets equal to or greater than five (5) times the cost of sending a delegate to convention.

### ELIGIBILITY CRITERIA

#### All of the following conditions must be met:

1. The local union must have an income-related union dues structure in conformity with Article B.4.3 of the CUPE Constitution.
6. Applications for assistance must be made on an official application provided by the National Secretary-Treasurer, signed by the local union president and secretary-treasurer no later than **JUNE 9<sup>TH</sup>, 2017**. **All required documentation must be received by this date for applications to be considered.**

## 2017 NATIONAL CONVENTION ASSISTANCE FUND APPLICATION

Local union \_\_\_\_\_ Province \_\_\_\_\_

Contact person (name and title) \_\_\_\_\_

Mailing address \_\_\_\_\_

Telephone (work) \_\_\_\_\_ (home or cell.) \_\_\_\_\_ (fax) \_\_\_\_\_

Email \_\_\_\_\_

1. What is your local union's dues structure?  
 \_\_\_\_\_

2. What is the average monthly union dues paid by the members of your local?  
 \$ \_\_\_\_\_

3. The last per capita tax payment made to CUPE National by your local is for which month?  
 \_\_\_\_\_

4. Is your local's trustees report for the 12-month period ended December 31, 2016 on file with the National Secretary-Treasurer?  
 yes     no

5. Based on current costs, what would be the cost to your local union of sending a delegate to the 2017 National Convention?

- travel to/from Toronto \$ \_\_\_\_\_
- hotel accommodation (    nights X \$    per night) \$ \_\_\_\_\_

- per diem/meal allowance (    days X \$    per day) \$ \_\_\_\_\_

- miscellaneous expenses (i.e. convention and sectoral meetings registration, etc.) \$ \_\_\_\_\_

- lost wages & benefit costs (    days X \$    per day) \$ \_\_\_\_\_

TOTAL ESTIMATED COST: \$ \_\_\_\_\_

6. What are the average financial assets of your local for the 15-month period January 2016 to March 2017?  
 \$ \_\_\_\_\_

**(Please enclose copies of the financial statements adopted by your local's membership for January, February and March 2017.)**

\_\_\_\_\_  
 Signature of president

\_\_\_\_\_  
 Signature of treasurer

\_\_\_\_\_  
 Date