

PIPSC National Capital Region (NCR)

CRITERIA FOR APPROVAL OF EVENTS / ACTIVITIES FUNDING REQUEST

February 2020

When a Branch/Steward/Member wants to hold an event/activity which requires NCR funds, it will be necessary for them to submit a formal application to request funds. Once an application is submitted for approval it is first reviewed by the Member Engagement Committee (MEC) who will provide a recommendation to the full NCR Executive under the following categories:

PIPSC Strategic Initiatives:

- Supports one or more of the yearly strategic initiatives, the initiative(s) must be clearly outlined in the application.

NCR Strategic Initiatives:

- Supports one or more of the yearly strategic initiatives, the initiative(s) must be clearly outlined in the application.

Knowledge:

- Specific learning objectives are defined which are appropriate for the target audience.
- Appropriate course content / programme is submitted to support the application.
- The target audience is identified, i.e. young professionals, steward recruitment, pre-retirement, OSH members, etc.
- A mechanism for evaluation and feedback has been met.

Duration:

- Event/Activity must be at least 0.5 hour in length

Sponsorship:

- Any event in receipt of NCR funds shall list the NCR as a sponsor of the event.
- Any other forms of support, sponsorship, funding or involvement by any other PIPSC constituent body or program (i.e. Better Together), or a commercial organisation must be declared in the application.

Value for money:

- An evaluation of the cost per member attending and a review of the value for money.

Submission deadline:

- At least 12 weeks prior to the event date for review, approval, translation, posting on the website, etc.

Event Organiser / facilitators:

- Event proposals will include a detailed budget.
- Event organizers are responsible to keep a full list of speakers/facilitators. Evidence is provided that the presenters and/or facilitators have the expertise to deliver the learning objectives using the methods chosen.
- Event organizers are responsible to keep a full list of attendees and expense receipts.
- Any unusual/unforeseen expenditures are to be reported immediately.
- Event organizers are reminded that various PIPSC policies set limits on such items as door prizes and promo items. Events in receipt of NCR funds support are required to be compliant with all PIPSC policies.
- Money disbursement: After the event, a completed report, a Travel Claim with receipts and full list of signed attendees are required before a reimbursement will be done.
- **Failure to provide all items will jeopardize future approvals and the reimbursement.**