

Policy on Better Together Funding Program

Effective Date: July 24, 2025

1. Purpose and Scope	The purpose of this policy is to outline the requirements for the release of funds under the Better Together funding program to ensure clarity and fairness, as well as the application, decision and appeals processes. The purpose of the Better Together funding program is to enable members to organize activities to support member engagement with the union.
2. Audience	Applications for Better Together funding can be made by any member of the Institute.
3. Requirements for all funding applications	<p>All Better Together funding requests must meet the following criteria:</p> <ol style="list-style-type: none">I. Meet all PIPSC by-laws and policies, including but not limited to our environmental policy and equity policy.II. Funding must be used to organize an event or activity (in-person or virtual), and may also be open to member families.III. Funding may not be used to subsidize constituent body AGMs.IV. Funding may not be used to pay for travel/accommodations of group members.V. Funding may be used to buy promotional materials (swag) or displays/banners, up to a total of \$500 and a maximum per-item cost of \$25 for giveaways, to support an event/activity.<ol style="list-style-type: none">A. Designs for promotional materials and/or displays/banners must be provided with the request for funds.VI. Funding may be used to purchase door prizes (such as gift cards), but the cost of those prizes must not exceed \$100 per prize nor \$250 total in prizes per event. Gift cards may be purchased as door prizes but must be for an establishment (not a Visa gift card or other near-cash equivalent).VII. Funding may not be used to purchase alcohol. This includes alcohol for door prizes (such as a bottle of wine) and gift cards for alcohol-exclusive retailers (such as the LCBO or SAQ).VIII. Funding is contingent upon the submission of an event plan, as well as a debrief document including a list of attendees with contact information (mobile phone and/or email).
4. Requirements for funding applications for more than \$2,500	<ol style="list-style-type: none">I. The member must work with the Member Services team to further develop their event plan, develop the content for their event, and must participate in a fulsome debrief that includes recommendations for future events.II. The member must demonstrate that the activity will be accessible to all members. This includes:<ol style="list-style-type: none">A. Registration/RSVP questions to determine requirements for accessibility.

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- B. Quotes from local providers for accessibility (child care, interpretation, transcription, etc.) should those services be required.
 - C. Venues must be accessible for those with mobility aids, including restrooms (in all cases).
 - D. Childcare must be provided for evening/weekend events when requested.
 - E. For events including presentations/speakers, live transcription and simultaneous interpretation must be provided when requested (interpretation only in [designated bilingual regions](#)).
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5. Application process

The member submits an application using an electronic form 6-8 weeks (recommended, not required) in advance of their event date. The application must include:

- I. Information regarding any other PIPSC funding being used to support their event.
- II. For elected leaders of constituent bodies with more than 4,000 members, a declaration (via the electronic form) that they have attempted to fund the event through other means.

Applications will be reviewed by the applicable Regional Director, and the member will be contacted for any additional information required in order to approve or deny the application. The final approval is given by the applicable Regional Director. **(BOD – May 2025)**

In cases where the event spans multiple regions or is virtual in nature and not tied to a specific region, the application will be reviewed collectively by all Regional Directors and the Advisory Council Director, and a decision will be made jointly. **(BOD – July 2025)**

Following the receipt of a complete application, the member will receive a decision on their application.

6. Appeals process

The notification of denial will be sent via email and will include:

- I. Reasoning for the denial;
- II. Recommendations on how to proceed (such as seeking different funding, cutting costs, etc.);
- III. Information about submitting an appeal.

The member may choose to submit an appeal via email to the Director, Member Services within 10 business days of receiving their notification of denial. An appeal must include new information or context not provided in the original application.

The Director, Member Services will issue a decision. The decision will be considered final.

7. Timelines and service standards Members may submit applications at least 6 weeks in advance of their event date.

Within 5 business days of receipt of an application, it will be reviewed, and the appropriate Regional Director will be notified of receipt of an application in their region. The member may be contacted for additional information.

Within 5 business days of a complete application, the member will receive a decision.

Within 10 business days of the completion of the event/activity, the member will complete any post-event requirements and send them to the Member Services team.

Within 10 business days of receipt of a decision of denial, the member may choose to appeal the decision if there is new information or additional context to provide. Within 10 business days of receipt of the appeal, the Director, Member Services will make a final decision.

8. Submission of claims Claims for the release of funds approved under the Better Together funding program shall be submitted through Concur.

All claims must be submitted for reimbursement within ninety (90) days after the date on which the expenses were incurred. If a claim is not received within the aforementioned time frame, ten percent (10%) of the adjusted and approved amount claimed will be deducted each month thereafter.

Claims must be substantiated by receipts or other supporting documents as prescribed by Institute financial policies and procedures, as well as a copy of the email approving the release of funds under the Better Together funding program.

The Institute may accept a personal declaration where the member certifies that a receipt was lost, accidentally destroyed or unobtainable.

When a member or a constituent body is claiming a reimbursement for authorized expenses incurred on behalf of a group of members, the original receipts and a listing of all members attending shall be provided to the Institute prior to the reimbursement being issued.
