

## LOCAL PROJECT FUND POLICY

- Locals may make application to the Provincial Executive for funding assistance for local projects.
- Locals are responsible for filling out the Local Project Fund application form and providing details on the purpose of the project, including goals and objectives (what are you trying to achieve?), specific timelines (start and end dates) and a proposed budget.
- Locals are accountable to the Provincial Executive. On completion of a project or campaign, locals must report the results, both successes and shortcomings, including a final financial statement, within two (2) months of completion of the project. It is anticipated that the majority of projects would occur within a single fiscal year.
- Efforts will be made to accommodate as many locals as possible. More than one application per local may be considered, in special circumstances, but priority will be given to locals who have not previously received assistance within the current year.
- When applying for financial assistance, locals must also consider cost-share arrangements to assist with the campaign/project.
- Applications will be considered based on specific local needs. Projects could include a variety of things, such as:
  - Improving communication networks at the local level – finding out “how best to keep in touch”, or “what do members want to know?”
  - Finding ways to involve more members in various union activities and to keep them interested and engaged.
  - Implementing a mentoring system that will assist in developing the skills of new or young activists.
  - How to connect with the broader community and other organizations.
  - How your local can get more involved in your own community, maybe sponsor a sports team, help organize a Pride event, Red Dress event, collect food items for the local food bank, or plant an HEU community garden plot.
- Initiatives should benefit your specific local and in turn, HEU as a whole. We encourage you to be as creative and imaginative as possible.
  - Locals may request assistance from the Provincial Office in helping to design and implement a particular project, if needed.
  - All local projects must receive prior, formal approval from the P.E. before they commence, and must not contravene the *Constitution and By-Laws* or any policies of the Hospital Employees’ Union.

**Please note:**

- **Expenditures on an event that has already occurred prior to approval will not be reimbursed.**
- **The Local portion of the cost share must be approved by the membership at a meeting with quorum.**
- **It is advisable to submit the application as early as possible as requests over \$1,000 must be approved by the Provincial Executive at a regularly scheduled meeting.**

Make it fun, celebrate your successes, and help build your local!



## APPLICATION FOR LOCAL PROJECT FUND

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Local Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Explain the proposed project to build your Local:

What is your Local trying to achieve?

Proposed Start Date: \_\_\_\_\_

Anticipated End Date: \_\_\_\_\_

Who will be involved in the organization?

Positions held, if any, in the Local:

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How many Members will be involved? \_\_\_\_\_

Is staff to be involved? How?

Who else will be involved?

Additional Notes

**ESTIMATED COST OF PROJECT: (Budget)**

Lost Wages \_\_\_\_\_

Equipment \_\_\_\_\_

Supplies \_\_\_\_\_

Community Outreach/Advertising \_\_\_\_\_

Other Assistance requested (please be specific) \_\_\_\_\_

\_\_\_\_\_

Resources requested from the Provincial Office \_\_\_\_\_

\_\_\_\_\_

Total \$ \_\_\_\_\_ Cost Share Amount Requested \$ \_\_\_\_\_ % split \_\_\_\_\_

\_\_\_\_\_  
**Local Secretary-Treasurer - Print Name**

\_\_\_\_\_  
**Local Chairperson – Print Name**

\_\_\_\_\_  
**Local Secretary-Treasurer Signature**

\_\_\_\_\_  
**Local Chairperson Signature**

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FOR HEU HEAD OFFICE USE ONLY

ACCEPTED or DECLINED: \_\_\_\_\_

DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_