



# Northern Lights Funding Application Form

Application date: (mm/dd/yyyy) \_\_\_\_\_

Region: \_\_\_\_\_

Local #: \_\_\_\_\_

Date of last Trustee Audit Report: Date from: (mm/dd/yyyy) \_\_\_\_\_ Date to: (mm/dd/yyyy) \_\_\_\_\_

Calendar year: Date from: (mm/dd/yyyy) \_\_\_\_\_ Date to: (mm/dd/yyyy) \_\_\_\_\_

## Budget

### A. Local Executive Meeting (LEC)

Name of executive	Kilometrage \$	Meals \$	Accommodation \$	Total \$
Total				

Number of LEC meetings requested for funding: \_\_\_\_\_

Total of LEC meetings request: \_\_\_\_\_

## B. General Membership Meeting (GMM)

Estimated number of attendees	Kilometrage \$	Meals \$	Accommodation \$	Total \$

Total GMM	\$
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Number of GMM's:	
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Total request for GMM:	\$
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Add: Total LEC request:	\$
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Total request for Northern Lights Funding:	\$
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Reviewed by Regional Vice-President       Yes       No

Reviewed by First Vice-President/Treasurer       Yes       No

\_\_\_\_\_  
Regional Vice-President

\_\_\_\_\_  
First Vice-President/Treasurer

Grant amount approved to a max of \$6,000.00 \_\_\_\_\_



# Northern Lights Funding Application Form

## Reconciliation

Date submitted: (mm/dd/yyyy) \_\_\_\_\_

Region: \_\_\_\_\_

Local #: \_\_\_\_\_

Grant received: \_\_\_\_\_

Period of grant received      Date from: (mm/dd/yyyy) \_\_\_\_\_      Date to: (mm/dd/yyyy) \_\_\_\_\_

## Expenses

### A. Local Executive Meetings (LEC)

Item	Amount
Kilometrage	\$
Meals	\$
Accommodation	\$
Total	\$

### B. General Membership Meeting (GMM)

Item	Amount
Kilometrage	\$
Meals	\$
Accommodation	\$
Total	\$

Total grant allowed to a maximum of \$6,000.00	\$
Less disbursements	\$
Balance owing to OPSEU	\$

Reviewed by Regional Vice-President       Yes       No

Reviewed by First Vice-President/Treasurer       Yes       No

\_\_\_\_\_  
Regional Vice-President

\_\_\_\_\_  
First Vice-President/Treasurer

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## Applying for assistance from the Northern Lights Fund

The Northern Lights Fund was established to provide special assistance to locals from remote geographical areas to enable them to conduct the business of running the local. This funding is available for locals with difficulty in meeting the constitutional requirement of having at least 4 LEC meetings and 2 General Membership Meetings per year with the amount of dues rebate they received under the standard rebate formula.

In granting special assistance under the Northern Lights Fund, the following rules shall apply:

Requests for financial assistance from the local must be made in writing to the Regional Vice-President to be forwarded to the First Vice-President/Treasurer. All requests for assistance must include a budget. The budget form should be the one provided by the OPSEU Regional Office.

The amount requested will fund the year and will cover only the actual expenses for travel, accommodation and meals of one (1) General Membership Meeting and two (2) LEC meetings. One of the LEC meetings will be held at the same time as the General Membership Meeting.

Assistance may only be given to a local once during the calendar year and the maximum amount granted will be \$6,000 per year.

At the end of the calendar year, if the local renews its application for new annual funding, a reconciliation of the expenditure for the previous year's grant should be included.

If there is no further request for annual funding, the local must submit a reconciliation of the expenditure for the grant received at the end of the calendar year.

### Application information

Requests for funding must be made in writing to the Regional Vice-President.

Trustee Audit Reports must be up-to-date.

Assistance is only available to the local once during a calendar year.

Grant will only cover actual expenses for travel, accommodation and meals of LEC and GMM.

At the end of the grant period there is a local requirement to provide a reconciliation of the previous year's expenditure. Receipts are required to be submitted where available.