

## HOW DO I APPLY?

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In order for a cost-share campaign to be eligible for approval by the National Executive Board, it must be prepared with the assistance of a National Communications representative and signed by an officer of the District Council, your assigned National Representative and the Communications Representative. The National Executive Board has approved a cost-share application form, which must be completed in order for the application to be considered by the Board. The application form ensures that all cost-share applications provide the same information and are therefore assessed equally.

## WHAT IS THE PROCESS FOR APPLICATION?

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The National Executive Board (NEB) at its quarterly meetings approves cost-share campaigns. The completed form is forwarded to the Regional Director and the Director of Communications for their recommendation before it is sent to the National Secretary-Treasurer's office where it is reviewed and prepared for NEB consideration. The cost-share applications must be in the National Secretary-Treasurer's office one month prior to the meeting of the NEB.

**FOR ASSISTANCE WITH CAMPAIGN PLANNING OR COST-SHARE APPLICATIONS, CALL YOUR REGIONAL DIRECTOR OR COMMUNICATIONS REPRESENTATIVE.**

- ***Atlantic Regional Office***  
*(Nova Scotia, Newfoundland)*  
*Tel: (902) 455-4180*
- ***Maritimes Regional Office***  
*(New Brunswick, PEI)*  
*Tel: (506) 458-8059*
- ***Quebec Regional Office***  
*Tel: (514) 384-9681*
- ***Ontario Regional Office***  
*Tel: (905) 739-3999*
- ***Manitoba Regional Office***  
*Tel: (204) 942-0343*
- ***Saskatchewan Regional Office***  
*Tel: (306) 525-5874*
- ***Alberta Regional Office***  
*Tel: (780) 484-7644*
- ***British Columbia Regional Office***  
*Tel: (604) 291-1940*

# CUPE DISTRICT COUNCILS

## Quick Guide to Campaign Funding



**CUPE** | Canadian Union  
of Public Employees

# FINANCIAL ASSISTANCE FOR CUPE DISTRICT COUNCILS

CUPE District Councils are quite diverse in their size, location and in the issues they are charged to tackle. Some district councils have large affiliations, some small. Some take on political action campaigns, some do educational, and some community events. Like locals within CUPE, it is the members that make the determination on all of these variables. So, the financial issues faced by district councils are also quite diverse.

The first National District Council conference brought this diversity together in one room to tackle the most difficult issues faced by district councils. As a result, the National Executive Board approved a new funding envelope for CUPE District Councils that increases access to financial assistance as well as provides some flexibility in the kinds of projects that will be funded.

## SPECIAL DISTRICT COUNCIL PROJECT FUNDING

### WHAT IS THE FUNDING?

The funding limit per project has been increased to \$5,000 and there is no requirement for cost-sharing in order to access the \$5,000. In other words, if the project costs \$5,000 or less, CUPE will provide 100 per cent funding.

There is no limit on the number of projects that can be funded in any given year. Each project will be assessed on its own merit.

There is no definition of the kinds of projects that are eligible for funding. However, the project funding cannot be used for the costs of normal day-to-day costs such as the cost of holding monthly meetings, or the costs of office supplies for regular council business. The purpose of the funding is to provide CUPE councils with the financial capacity to take on campaigns, political action, provide coordination to locals and improve affiliations.

### HOW DO WE APPLY?

All that is required is a letter to the National Secretary-Treasurer requesting financial assistance by outlining the project and its purpose. The letter should include a detailed budget for the project.

## WHAT IS THE PROCESS FOR APPROVAL?

All District Council funding projects are approved by the National Secretary-Treasurer. You may be asked specific questions about the project before you receive funding approval. For example, if the project is providing an educational opportunity the National Secretary-Treasurer's office may request information on the registration fees being charged and what costs are being borne directly by the council. On the other hand, in the case of a request for a member book-off, you may be asked to provide details on the activities to be undertaken by the member.

## COST-SHARE PROGRAM

### WHAT IS A COST SHARE CAMPAIGN?

As with any CUPE chartered organization, CUPE District Councils can also apply for a cost-share campaign. A cost-share campaign is exactly what its name implies. The costs are shared equally shared between CUPE National and the chartered organization. The size of the campaign will depend therefore, on the resources the District Council has to invest in the campaign. It may be possible to elicit contributions from area locals in order to increase the resources available to the District Council for the campaign.