

## Section 2 - Mutual Aid Fund .

### 10. Principles

The Mouvement establishes a mutual aid fund to finance the mutual aid programs identified in this section of the financial management policy.

### 11. Fund Administration

The Board of Directors is responsible for the financing, planning, and administration of the Mutual Aid Fund. It appoints a committee to manage the programs.

Financial contributions to the fund are entirely dedicated to the programs. Administrative costs and the committee's discretionary budget are allocated to the operations of MtF.

The Board of Directors ensures that the current annual disbursement of the programs, as stipulated in the annual forecasts, is available in cash during the fiscal year. The fund's assets may not be tied up, except in securities with guaranteed return for a term not exceeding 36 months.

### 12. Programs Management Committee

#### a. Role

The committee manages mutual aid programs. It is also responsible for advertising the programs, selecting applicants, determining grant amounts, and communicating with applicants.

#### b. Composition

The Committee is composed of three members appointed by the Board of Directors. The Board of Directors may also appoint a substitute member, who may, in the event that a Committee member is unable to attend a meeting, act as a Committee member for that meeting.

The members and the substitute are appointed for a term of two years, with the possibility of reappointment. The Board may remove a Committee member or the substitute if they commit serious misconduct, refuse to perform their duties, are absent in a manner that affects the proper conduct of the Fund's operations, or otherwise fail to fulfill their duties.

A removed member may appeal the decision and be reinstated on the Committee upon the unanimous recommendation of the three remaining members. They may not appeal a second time.

#### c. Powers

The committee issues calls for applications, receives applications, communicates its decisions, promotes the mutual aid programs and ensures the application of their criterias.

The committee is autonomous in its decisions and adopts the procedures necessary for its proper functioning, within the limits permitted by the bylaws and policies. It applies the program objectives and criteria in good faith and ensures that it makes the necessary recommendations to the board of directors to fulfill the mutual aid fund's mandate.

The committee appoints a coordinator, who ensures the application of the policy, the convening of meetings, and accountability for the committee.

## d. Meetings

### i. Frequency

The committee meets at least four (4) times a year to manage applications for the direct aid program and other programs in force.

### ii. Convening

Meetings are convened by the committee coordinator designated by the members. Meetings must be convened at least two (2) days in advance.

### iii. Quorum

The quorum for committee meetings is three people. In the event that a member cannot attend, the substitute contributes to the quorum.

## e. Discretionary Budget

The committee has a discretionary budget to carry out its mandate.

The committee's budget is determined by the Board of Directors and may be used by members to encourage the participation of people in vulnerable situations, receive training, pay for supplies, reimburse members' transportation costs, or any other expense deemed necessary to carry out its mandate.

The Board of Directors may periodically require the committee to justify certain expenses.

## f. Vacancies

In the event of a vacancy on the committee, the substitute becomes a full member of the committee. If there is no substitute to fill the vacancy, the Board of Directors shall appoint a replacement within thirty (30) days of the vacancy taking effect.

## g. Confidentiality

The members of the committee, as well as the substitute, are required to respect the confidentiality of applications, deliberations and decisions during and after their mandate.

## h. Conflict of Interest

When reviewing submissions to mutual aid programs, committee members or substitute who have a family member, household member or themselves who has applied to the program must disclose their interest and refrain from participating in the meeting and avoid influencing the committee's decision. In the event that a member refrains from participating in the meeting, the substitute member may take their place.

# 13. Direct Aid Program

## a. Objectives

The main objective of the direct aid program is to support MtF members in precarious situations with urgent financial needs.

## b. Mandate

The program awards cash grants to individuals to meet specific financial needs. Applications are evaluated and prioritized according to an assessment grid established by the committee and ratified by the Board of Directors (Appendix B).

## c. Eligibility

To be eligible, an application must be submitted by an MtF member using the form determined by the committee and communicated to the Board of Directors (Appendix C). This form must be completed in accordance with the evaluation grid (Appendix B).

There is no annual application limit, but an individual may not submit more than one application per round.

## d. Rounds

### i. Frequency

The committee holds a minimum of four (4) rounds per year;

The Board of Directors may authorize the committee to hold more rounds upon its request and if the financial situation permits;

The committee provides the Board of Directors with the application submission dates for the upcoming fiscal year no later than March 15th.

### ii. Budget

The Board of Directors provides the committee with a budget for each round prior to the application deadline. The committee must select applications within the allocated budget.

### iii. Amounts

Grants can be awarded up to \$500 per application, with no minimum.

The committee may exceptionally award an amount exceeding the limit if all members deem it necessary, but this amount must not exceed one-third ( $\frac{1}{3}$ ) of the total budget for the round.

#### iv. Duration

Calls for applications are posted for a minimum of fourteen (14) days and a maximum of thirty (30).

#### v. Publicity

Calls for applications must be posted in the newsletter, on social media, and at MtF's head office. They must include the application deadline, the allocated amounts, a summary of the program's objectives and selection criteria, and the contact information for the application form.

#### vi. Procedure

The rounds normally proceed as follows:

1. The committee meets to determine the duration of the call for applications and establish its work schedule based on members' availability;
2. The committee manager publishes the details of the call;
3. Candidates complete the submission form;
4. The committee meets to analyze the submissions and allocate the amounts;
5. The committee communicates its decision to the treasurer and candidates;
6. The treasurer transfers the funds or presents the check to the candidates.

## 14. Collective Initiatives Support Program

### a. Objectives

The main objective of the collective initiatives support program is to develop the political and community capacities of members.

### b. Mandate

The program awards grants for the implementation of projects or the continuation of existing initiatives.

Applications are evaluated and prioritized based on an evaluation grid adopted by the committee and ratified by the Board of Directors (Appendix D). Among other things, the grid evaluates the projects' relevance to advancing MtF's objectives, their anticipated impact, and the marginalization of the individuals who spearhead them.

### c. Eligibility

To be eligible, an application must be submitted by a member of MtF.

## d. Rounds

### i. Frequency

The committee must hold a minimum of one (1) call for applications per year;

The board of directors may authorize the committee to do more at its request and if the financial situation permits.

### ii. Budget

The Board of Directors provides the committee with a total budget before the start of each call.

The committee must select applications within the allocated budget and may not award more than half of the total to individuals.

### iii. Amounts

Grants awarded to individuals may not exceed five hundred dollars (\$500), and those awarded to collectives vary depending on the application and may not exceed three thousand five hundred dollars (\$3,500).

The committee may exceptionally award an amount exceeding the limit for a project led by a collective if all committee members deem it necessary, without exceeding two-thirds ( $\frac{2}{3}$ ) of the total budget for the round.

### iv. Duration

Calls for applications are posted for a minimum of fourteen (14) days and a maximum of thirty (30).

### v. Publicity

Calls must be posted in the newsletter, on social media, and at MtF headquarters. They must include the application deadline, the amounts allocated, a summary of the program's objectives and selection criteria, and contact information for the application.

### vi. Procedure

The rounds normally proceed as follows:

1. The committee meets to determine the duration of the call and establish its work schedule based on members' availability;
2. The chair publishes the details of the call;
3. The candidates complete the submission form;
4. The committee meets to analyze the submissions and allocate the amounts;
5. The committee communicates its decision to the treasurer and the candidates;
6. The treasurer transfers the funds or gives the candidates the check.