

# Member Caucus Fund

On April 8th a call went out encouraging CAPE members to form their own rank-and-file member caucuses. In the spirit of empowering members to organize, lead and take action, we would like to create a path these caucuses can use to access financial resources. To that end we propose the following:

A budget of \$20,000 be set aside for the **Member Caucus Fund**.

Any rank-and-file member caucus with a minimum of 10 CAPE members in good standing, may apply for up to \$1000 (per application) from the **Member Caucus Fund** to facilitate its planned activities. Applications must be submitted before expenses are incurred.

If the intended use is specific to a local, groups are encouraged to apply to their local leadership for assistance before applying to the **Member Caucus Fund**.

Applications should be submitted to the Finance Committee ([finances-consultation@acep-cape.ca](mailto:finances-consultation@acep-cape.ca)), which will submit the application to the National Executive Committee (NEC) for review at the next NEC meeting .

## **The application should include:**

- The names, and personal email addresses of 10 CAPE members in good standing who support the application, one of whom should be identified as the primary contact person.
- Description of the activities the funding will support.
- Explanation of how the outlined activities align with the current priorities, strategic objectives and values of CAPE.
- How much money is being requested.
- What the funds will be spent on in detail (with budget breakdown if possible).
- How the funds will support the activities outlined.

Applications will be assessed for the following:

- Does the intended use align with the current priorities, strategic objectives and values of CAPE.
- Is the amount requested reasonable for the intended use
- Do the outlined activities duplicate work done by another CAPE body
- If this caucus or any of the named members supporting the application received funding through this fund in the past, the impact and effectiveness demonstrated by the post-funding report/s submitted for said previous funding
- Is there sufficient funding available to disperse
- Is there any conflict with constitution or bylaws

The NEC shall consider such application at the meeting immediately following its submission.

The NEC may request clarification on the intended use before making a decision.

Where appropriate NEC may offer alternatives to funding to meet the stated needs (ex. access to in house translators, software, meeting space etc.). Where appropriate they may also offer to approve less than the full amount of funding requested as an alternative to denying an application.

A **post-funding report** will be submitted to the Finance committee ([finances-consultation@acep-cape.ca](mailto:finances-consultation@acep-cape.ca)) within 90 days of the Caucus' funding being approved; the Finance Committee will present it to the NEC. This report will:

- Summarize the impact of the activities, including:
  - If an event was involved, the approximate number of Members and non-Members who participated
  - If a resource was produced (educational, data reports, etc.) details of where it can be accessed
  - Any deviations from the plan outlined in the application
- List the actual expenditures, noting 'vendor,' 'amount,' and a brief description of the expense
- Be appended to the Application and made available by the Finance committee for review by any Member(member contact information must be redacted from the version made available)

The NEC may append an assessment of the Application's effectiveness or other comments they deem pertinent.

Unless and until this Report is received, the application's supporting members will be barred from applying for any future funds or in-kind assistance by CAPE. The Finance Committee will use the included contact info to inform all supporting members if the post-funding report is not received on time.