

## Appendix B

### Financial Assistance Policy

#### 1. Eligible Persons or Groups:

- 1.1 Special emphasis will be placed on applications from for the treatment of the hearing impaired, or worthy proposals affecting the health and wellbeing of local residents.
- 1.2 Persons with special medical requirements outside the provisions of the health care system.
- 1.3 Persons involved with fire loss or some extraordinary loss not covered by their own insurance.
- 1.4 The Elks and Royal Purple Fund for Children.
- 1.5 Senior citizens, persons with disabilities and groups with special needs that may need assistance outside the availability of municipal, territorial or federal funding.
- 1.6 Youth groups organized to promote leadership and good citizens such as the air cadets and including those youth groups associated with sports, cultural and recreational activities.
- 1.7 Groups aligned with alcohol and drug abuse awareness and other socially related causes.

#### 2. Policy

- 2.1 It is the policy of the Lodge to provide financial assistance to Eligible Persons or Groups. Various factors determine the amount of financial assistance that may be approved. These factors include:
  - Number of persons applying for assistance.
  - Total annual budget allocated by the Lodge for financial assistance.
  - Number of applications made in the fiscal period for financial assistance by individuals, groups and Lodge members.
  - Nature of the request for financial assistance.
- 2.2 Applications for financial assistance will be received from eligible recipients residing in the Yellowknife Area.
- 2.3 Sponsorship of sport, cultural and recreational activities for adult groups or persons is specifically excluded from receiving financial assistance from the Lodge.

#### 3. Specified limit of financial assistance that may be applied for under this policy.

- 3.1 Only one category of financial assistance may be applied for at one time.
- 3.2 Financial assistance may be approved up to the following limits in each of the categories eligible to receive it.
- 3.3 Categories
  - Hearing impaired/Worthy Causes Affecting Health. Up to \$25,000 per application limited to one application per fiscal year.
  - Persons with Special Medical Requirements. Up to \$5,000 per application limited to one application per fiscal year for transportation, related expenses and/or special equipment diagnosed for the person.
  - Persons with Fire or some Extraordinary Loss. Up to \$500 per family member to a limit of \$3,000 per application.
  - The Elks and Royal Purple Fund for Children. The limit to be based on the available budget.
  - Senior Citizens or Special Interest Group. Up to a maximum of \$10,000 per application where a group applies for assistance, and up to \$5,000 per application for an individual.
  - Youth Groups. Depending on the size of the group up to \$20,000 per application.
  - Drug and Alcohol Abuse/Socially Related Issues. Up to \$10,000 per application where a group is concerned, and \$5,000 per application for an individual in a fiscal year.

#### 4. Definitions

- 4.1 Youth - A person who is younger than 20 years of age.
- 4.2 Yellowknife Area - A geographic area including Yellowknife, Dettah, Behchokö, Gameti, Whati and Wekweeti.
- 4.3 Category - A type of financial assistance that may be applied for with guidelines to determine the amount that may be approved.

## 5. Responsibilities

### 5.1 Financial Assistance Committee

- Review applications for financial assistance, and make recommendations to the Lodge on the acceptability and the amount of financial assistance for those applications.
- Determine payment terms, depending on the application for financial assistance.  
For example, the Committee may decide to provide 50% of the funding requested with the remainder paid when the applicant meets predetermined conditions.
- Follow up on the public relations and accountability requirements for each approved application for financial assistance and present its findings to the next Lodge meeting.

### 5.2 Management Committee

- Provide an annual budget allocation to the Financial Assistance Committee approved in the budget by the Lodge.

### 5.3 Lodge

- Approve/reject applications for financial assistance at its regular meetings.

### 5.4 Treasurer

- The Treasurer or staff responsible for managing accounts shall:
  - Advise applicants for financial assistance in writing of the decisions of the Lodge.
  - Establish and maintain the administrative systems for financial assistance.
  - Forward a cheque, public relations and accountability requirements to the recipient approved in the application for financial assistance.
  - Maintain a register of applications for financial assistance to include data of receipt of application, application number, amount requested, amount approved, cheque number date, and if rejected the reason and the date letter was sent to the applicant. This register should be available for review by the Lodge members at each meeting.

## 6. Complaints

- 6.1 Any complaints regarding the Lodge decisions should be forwarded, in writing to the Financial Assistance Committee.
- 6.2 The complaint will be reviewed by the Financial Assistance Committee, and a recommendation made at the next Lodge meeting to resolve it.