

SUBSIDY APPLICATION

Amnesty International Canada (ES)



Vancouver June 15th to 17th, 2012

Community groups, youth groups, action circles and Area Support Teams are encouraged to continue to subsidize their members' attendance at AGMs as much as their finances allow.

Who can apply?

Applicants must be a member of the Branch at the time of their application. (To be eligible to vote at the AGM one must have been a member of the Branch for 60 days prior to the start of the AGM.)

Members who have not reconciled their AGM subsidies from previous years will not be eligible for further subsidies.

Members who have received subsidies in the previous two years 2010 & 2011 will not be eligible for a subsidy in 2012.

Where do I send my application?

Applications are to be sent to reach the national office and marked for the attention of Louise Mulvihill
312 Laurier Avenue East, Ottawa, ON K1N 1H9
Phone: 1-613-744-7667, Ext 264
Fax: 1-613-746-2411
E-mail: lmulvihill@amnesty.ca

Late applications will not be considered; applications must be received by midnight April 6th, 2012

Who awards subsidies for the AGM?

A Consultative Committee of experienced Amnesty members shall be chosen by the Annual General Meeting Planning Committee (AGMPC) and shall consist of one youth representative, one community group or action circle representative, and one network representative. The Consultative Committee shall assess applications and make recommendations to the AGMPC. The decision on the granting of funds shall be taken by the AGMPC.

The decision of the AGMPC shall be final. The AGMPC reserves the right not to spend the full amount budgeted for this purpose. The AGMPC will provide a written report on AGM subsidies annually to the Executive Committee, immediately following their decision concerning which members will be subsidized

What are the criteria for awarding subsidies?

Grants shall be made using the following criteria:

- Location: geographic spread across Canada (in order to be as representative as possible)
- Cost: preference will be given to those facing the greatest cost (other factors being equal)
- Involvement in Amnesty (e.g. demonstrated commitment to Amnesty International, number of AGMs or other AI meetings attended, human rights activism)
- Involvement at the AGM (e.g. working party chairs, leading consultation sessions, leadership candidacy, etc)

What expenses does the subsidy cover?

The amount of funding for the applicant shall be the cost of the early AGM registration fee (which includes meals) plus the least expensive available travel and accommodation, less a deductible. For those with a low income, the deductible will be a minimum of \$200.00.

No payment shall be made for travel on points (i.e. Aeroplan, Air Miles or other airline programs). Funding shall be for the least expensive mode of transportation available (i.e. travel by vehicle (and all associated costs), may be funded only up to the amount of the least expensive available air fare). Should the cost of transportation increase between the time of application and the time of approval, funding will not be increased to reflect that difference. For that reason applications will be assessed as soon as possible after the application deadline.

When will I be notified about my application?

All applicants will be notified about the outcome of their application shortly after the deadline in order to make all necessary arrangements for the AGM as soon as possible.

What is the process if my application is successful?

Successful applicants shall have a choice of:

a) Submitting receipts after the AGM for the reimbursement of allowable expenses incurred. No reimbursement will be made for any expense not supported by a receipt. Applications for reimbursement must be made within 60 days of the completion of the AGM.

OR

b) Asking for an advance of up to the total amount of funding approved (less \$100.00) prior to the AGM. All receipts for AGM expenses incurred must be sent to the national office within 60 days of the completion of the AGM. No expense not supported by a receipt can be considered. Where the total of the approved expenses supported by receipts is greater than the amount received as an advance, the Branch shall pay the claimant the difference up to the approved amount. Where the total of the allowable expenses supported by receipts is less than the amount advanced, the claimant shall refund the difference to the Branch.

Receipts for allowable expenses should be sent to:

Director of Finance and Administration
312 Laurier Avenue E, Ottawa, ON K1N 4H9

2012 AGM SUBSIDY APPLICATION FORM

First Name:	Family/Last Name:
Address:	
Phone:	
E-mail:	
Fax:	
I am a member of Amnesty Canada (English Speaking) Yes No (only members may apply)	
Are you a member of a group, action-circle or network?	
If yes, please identify _____	
Are you a member of youth/student group? Yes No	
If yes, please identify _____	
Are you receiving any other subsidies to the AGM (for example from the Human Rights College?) Yes No	
Have you received this subsidy to the AGM in the past? Yes No	
If yes, when _____	
Have you attended an AGM in the past? Yes No	
If yes, when _____	

FUNDING REQUESTED:

***Please read through the 'What expenses does the subsidy cover?' on page 2 before completing this section*

Early registration fee: _____

Accommodation
_____ nights @ _____ per night = _____

(see the AGM Registration form for the cost of on-site accommodation)

If you are requesting accommodations beyond Friday and Saturday night, please explain

Travel

Please indicate basis of travel amount (e.g. return air fare) _____

Please indicate your method of transportation

Other

(e.g. airport bus, meals not covered by registration, etc.)

Please specify

TOTAL AMOUNT REQUIRED: _____

Less deductible _____

\$200.00

TOTAL AMOUNT OF FUNDING REQUESTED: \$ _____

If my application is successful, I would like an advance of \$ _____

Applicants are requested to provide the name and contact information of one Amnesty member who can confirm their AI involvement (if an applicant is new to Canada or unsure of locating a reference, please contact the Executive Assistant at the National Office).

Please provide below an outline of your involvement with Amnesty International (this will help determine the success of your application so please provide a minimum of 2-3 paragraphs).

Please outline extra roles you will be fulfilling at the AGM, if any (e.g.. standing for a leadership position, running sessions, etc).

Signature:

Date:

Please return completed form to:
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