

PSAC Local 555 COVID19 Emergency Fund Policy

The COVID19 Emergency Fund exists to provide assistance to PSAC Local 555 members who have a financial need due to the COVID 19 pandemic. This fund was created to help you maintain some stability during this time of work place instability. This policy defines eligibility for the COVID19 Emergency Fund, guidelines for applications, and how PSAC Local 555 is authorized to respond to and assist applicants.

Eligibility

- The COVID19 Fund is open to all PSAC Local 555 members and invigilator who are negotiating their first PSAC555 collective bargaining agreement.
- All applications must be submitted with appropriate supporting documentation of expenses that you need help with: Any receipts for expenses from March 13th, 2020 (date of school closure) to the date of application submission.
- You must be a Member in good standing when you apply for this fund.

Fund Information

PSAC Local 555 has allocated \$20,000.00 for maximum awards of \$300 per member, to help our membership through COVID 19 emergencies, and support your ability to continue to work at Ontario Tech. University.

Please consider and apply for any other sources of funding, such as Federal, Provincial and Local Community Funding, other PSAC Funds, internal and external scholarships and OSAP. For example, consider:

- The Canadian Emergency Response Benefit (CERB) or Canadian Emergency Student Benefit (CESB)
- The Student Awards and Financial Aid (SAFA) office offers many bursaries and donor awards that are needs based.
- The OSAP Student Access Guarantee assists students in financial need.
- Personal and medical emergencies can be funded via the PSAC Local 555 Hardship Fund.
- International worker expenses for Post Doctoral Fellows can be funded via the PSAC Local 555 Post Doctoral Fellow Fund.
- Professional Development can be funded via the PSAC Local 555 Professional Development Fund

Funding for the COVID19 Emergency Fund is limited and, unfortunately, only \$20,000.00 will be granted to the entire PSAC555 membership.

Deadlines

The first deadline for application submission is the 30th of May, and if all the funds have not been exhausted then the fund will open up the 15th and 30th of each month until the fund has been exhausted.

The PSAC Local 555 Adjudication Committee will evaluate applications and notify applicants of the decision within 30 days of the application deadline.

How to Apply

- Complete the COVID19 Emergency Fund Application Form and submit it to PSAC Local 555 by the posted deadline.
- Applicants must provide an explanation of how the funding will assist you.
- Applicant must be a PSAC Local 555 member in good standing when they apply.
- PSAC Local 555 reserves the right to request verification for all claims made on the application.
- Applications must include all requested information and receipts for any/all expenses. Incomplete applications will not be considered.
- Please submit your completed application to Office@PSAC555.ca.

Application Review Process

Applications must be filled out in full, with supporting documentation (receipts), to receive consideration. The PSAC Local 555 Adjudication Committee will review all applications and notify applicants of the results within 30 days of the application deadline via email. The application review process assures your confidentiality:

- Each applicant is assigned an ID number before the application is sent to the Adjudication Committee.
- Applications are then reviewed and assessed by the Committee.
- Committee reports recommendation to the administer of the fund and the administer then notifies the applicant.