

2026-2027

Guidelines for the ETFO Lianne Wyatt Member Benevolent Fund

1. The purpose of the monies allocated to this item shall be to provide assistance to members in time of financial crisis, in the form of a grant that will be non-repayable unless the member later receives a settlement or other funds (i.e., grievance settlement, LTD/WSIB/EI) to replace lost income for the same period. In such cases, the member will be expected to reimburse ETFO for the amount provided under the Benevolent Fund.
2. Decisions regarding expenditures from the budget line shall be made by a committee comprised of the general secretary (or designate), chief financial officer (chair), ETFO Budget Committee chair, ETFO vice-president responsible for donations, and an executive staff member.
3. The Committee shall meet monthly to consider applications unless the fund is fully expended.
4. The executive staff member will prepare applications for the committee, omitting any identifying information in order to preserve anonymity.
5. Applications will be reviewed by the committee.
6. Information provided by applicants will be treated as confidential and shared only with individuals directly involved in fund administration and processing. All information/documentation pertaining to the applications will be stored in a confidential manner in the office of the chief financial officer.
7. The committee will consider each application individually and may request more information/documentation from the applicant if required to assess the need for support.
8. The chair will communicate the committee's decision to the applicant and arrange for the disbursement of funds, if granted.
9. Approval is subject to extent of need, satisfactory completion of the application, and availability of funds.
10. All decisions of the committee are final and shall remain confidential.
11. ETFO shall consider requests for limited and specific assistance to members experiencing financial hardship due to:
 - a. An unpaid sick leave
 - b. Temporary loss of income due to employment circumstances which ETFO is grieving
 - c. Other urgent needs (e.g., emergency child care, urgent housing issues, homelessness following eviction, etc.)

12. ETFO shall not consider applications for the following requests (not exhaustive):
 - a. The cost of drugs or medical treatment
 - b. Tuition, professional development, and other educational expenses
 - c. The purchase or repair of electronic equipment and appliances
 - d. Regular living expenses including utility bill payments
 - e. Ongoing child care
 - f. Pet-related expenses
 - g. Contract expiry or costs related to seasonal or reduced employment
 - h. Vacation-related expenses
 - i. Credit card payments or other forms of debt servicing
13. To access the fund, an active member in good standing must submit a completed application form.
14. The maximum grant to be made to a member shall not exceed \$5,000. Multiple applications can be made as long as the \$5,000 lifetime cap has not yet been met.
15. The member may not be eligible if in receipt of funding from other sources including EI, EI sickness benefits, LTD, WSIB, savings, strike pay, etc.