



# Out & Out Club Subsidy Policy

Version 2.1: Approved July 9, 2024

## Background

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The Subsidy Fund was established in 1994 and maintains a long-standing commitment to assist those experiencing financial hardship in becoming a member and participating in club activities. The fund is largely fuel by the generous donations of members who are committed in fostering a strong and supportive community.

## General Eligibility

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Subsidies are intended to help with the costs associated with membership and attending club activities for those who are experiencing hardship who would not otherwise have the financial means to participate.

- Subsidies are generally limited to members whose after-tax income is less than \$30,000 per year.
- Members meeting this income threshold that have sufficient liquid financial assets (e.g. cash and investments) to attend an activity may not receive a subsidy.
- In exceptional cases, members exceeding this income threshold who have significant expenses, such as un-reimbursed medical expenses, may be considered for a subsidy at the discretion of the Subsidy Committee.
- For club activity subsidies, the applicant's membership must be valid from the date of application through to the end of the activity.
- Maximum subsidy limits per person/per year will apply.
- A member's voluntary contribution to the club will be a consideration in evaluating a subsidy application.
- Past Jamboree subsidies provided to the applicant, as well as current funds available, will be considered when determining eligibility for future subsidies.
- Separate applications must be submitted for each subsidy request.
- Decisions by the Subsidy Committee are final.

## Subsidy Awards

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Subsidies are subject to the availability of subsidy funds.

- The Subsidy Committee may change subsidy amounts and percentages based on the number of requests received or expected, relative to the availability of funds, either on an individual case-by-case basis or across the board.
- The Subsidy Committee may consider such factors as the whether the applicant has previously received subsidies.
- Subsidies may be requested for 33%, 50% or 66% of the cost of an activity.
- The activity must cost a minimum of \$100 to be eligible for a subsidy.
- The maximum annual subsidy per person is equal to 66% of the Jamboree cost for that year.
- The maximum membership subsidy is 50% of the annual membership cost.



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- Membership subsidy approvals are valid for 60 days from the date the applicant is notified by email of their subsidy approval. The person must make payment of their percentage of the membership and sign their waiver within those 60 days.

## Additional Information

- The Subsidy Committee may require financial information from applicants at their discretion.
- Proof of income can be required in cases where allegations of abuse of the Subsidy program have been made, or where the Subsidy Committee determines that verification is appropriate.
- Such proof can consist of a 'Proof of Income Statement' from the Canada Revenue Agency or other documents such as, pay stubs, bank statements, etc.

## Privacy and Record Keeping

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Respecting applicants' privacy and maintaining confidentiality of all personal information are indispensable requirements governing all aspects of the Subsidy program.

- Information regarding subsidy applicants will be limited to those involved in administering the subsidy application process. Only Board members engaged with the Subsidy Committee will be involved in reviewing applications.
- Subsidy application forms will be destroyed immediately after the completion of the Subsidy Committee's annual term or after the resolution of the application, whichever occurs later.
- Members should be instructed to provide personal information only on the actual subsidy application form. Email correspondence between members and the Subsidy Committee may be retained indefinitely.
- A record of recipient names and subsidy amounts will be included in the club's financial records and may be retained indefinitely.

## Revisions to Policy

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Subsidy policies, procedures and criteria will be reviewed periodically to ensure that they adequately reflect both the spirit and the letter of the Subsidy program.

The preceding policies are intentionally broad, and mandate additional Subsidy Committee discretion in the review and prioritization of subsidy applications in the face of limited funds, as well as in the setting of amounts, percentages and limits.



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## Version & Document Control

This section records each update made the policy. Whenever changes are made, add a line to Version Control table, update the approved date and version in the header and update accordingly.

### File Management Notes

- Ensure the updated policy is stored in the Club’s cloud storage, and that an up-to-date .pdf file is added to the Club’s website.
- It is also a best practice to make an announcement to inform members that the policy has been updated.
- The old version of the policy can be renamed with the word “old” added to the end of the name and moved to an archive folder in the Club’s cloud storage.

Document Control	
<b>Version:</b>	2.1
<b>Board Approved on:</b>	July 9, 2024
<b>Effective Date</b>	July 9, 2024
<b>Superseded Version:</b>	2.0

Version History		
Version #	Approved On	Change Summary
0.1	March 2012	
1.0	Nov 9, 2021	<ul style="list-style-type: none"> <li>▪ Revised policy to include information from all sources, with regards to subsidies.</li> <li>▪ The maximum subsidy amount is mentioned in the sidebar of the newsletter. It was raised from \$400 to \$450.</li> <li>▪ Total income was raised from \$25,000 to \$30,000. These numbers should be re-evaluated each year.</li> <li>▪ The waiving of membership fee is referenced on the Jamboree application form.</li> <li>▪ The percentage request and limitations are part of the text on the subsidy request form.</li> </ul>
2.0	May 14, 2024	Full revision to the policy to add membership subsidies, streamline and consolidate Jamboree and other activity subsidies, and provide a framework for how the Subsidy Committee is to assess applicants.



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		Changes fixed dollar amount to percentage based on that year's Jamboree registration costs.
2.1	July 9, 2024	Minor updates to enhance and improve the policy. These include general eligibility guidelines, assessment criteria, and management of the subsidy funds.