

Chapter 16

EOSARDA – FINANCIAL ASSISTANCE FOR COVID RELATED EXPENSES

1. EOSARDA's COVID Related Expense Program

- a) EOSARDA has approved the establishment of a fund of \$2,000 to assist Member Clubs with their COVID related expenses during the EOSARDA fiscal year (July 1, 2021 to June 30, 2022)
- b) EOSARDA's Club Liaison Committee is responsible for overseeing the Program. The Chair of Club Liaison will designate a member of the committee as the Director responsible for administering this program (Designated Director).

2. Eligibility

- a) Applications for financial assistance under this program can be made by any Member Club in good standing.

3. Rules

- a) Financial assistance is given on a first-come, first-served [see also 4(c)] until such time as the funds set aside by EOSARDA for this purpose (as described in Section 1 above) are exhausted.
- b) Assistance under this program is limited to a maximum of \$100 per club.
- c) Eligible expenses are those directly related to the purchase of items to reduce the dissemination of COVID while dancing, including sanitizer, wipes, masks, etc.)
- d) The cost of items will be fully reimbursed up to a maximum of \$100 per club.
- e) The expenses in question must have been incurred between June 30, 2021 and July 1, 2022.
- f) All requests for assistance must be supported by copies or scans of invoices.
- g) To reduce administrative workload, whenever possible, we encourage clubs to group several items together under each request, rather than send a single request for each item. Requests will be accepted until June 30, 2022.

4. Process

- a) Requests for assistance under this program should be made by a duly authorized member of a club's executive body and should be sent to the Designated Director (Email: **FinancialSupport@eosarda.ca**)
 - [<Click Here for the Request Form>](#)
- b) The use of email to send requests, and the scanning of invoices, is encouraged as it can greatly expedite the process.

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- c) The Designated Director will review each request for completeness and ensure that it meets all applicable criteria. Incomplete request forms will be returned to the applicant with an explanation and may be resubmitted. For the purposes of determining the priority of any request, the “date of receipt” will be the date on which is it received by the Designated Director.
- d) Where the Designated Director is of the opinion that a request meets the applicable criteria, he or she will: -
 - Forward to the Treasurer of EOSARDA a copy of the completed request form submitted by the club with either the original or copies of all receipts submitted with the request.
 - Advise the Treasurer that the request has been reviewed and is in order, and to make reimbursement to the club.
- e) Disbursements from this fund (up to the limit indicated in #1 above) will be made by the Treasurer upon the recommendation of the Designated Director.
- f) Notwithstanding the foregoing, the Designated Director, the Chair of Club Liaison or the Treasurer may, at his or her discretion, refer any request to the Board for its review, approval or rejection. The Board’s decision in any such matter is final.
- g) The Designated Director will make regular reports on the results of the COVID Related Expenses program to both the Board and the Council of Dancers.