

*Revised – January 1, 2022*

# Freelance Co-Funding Program

The intent of the program is to:

- provide Locals with funding that will enable them to provide increased benefits and services to their Freelance/non CBA members that might not otherwise be possible because of financial constraints.
- provide a heightened and more consistent level of basic membership benefits/services between Locals.
- enable the continuation of existing Local benefits/services that are being considered for elimination as a result of an unexpected temporary decrease in revenue.
- enable increased membership retention and recruitment.
- encourage and support the appropriate, efficient and innovative operation of Locals.
- encourage the active involvement of Officers and rank-and-file members in the development and implementation of Local based benefits/services.
- encourage and enable Locals to participate in campaigns to organize freelance musicians, in collaboration with the AFM's Organizing & Education Department.

The following policy shall be applied in relation to the distribution of funds as outlined in ARTICLE 6 - SECTION 3 of the AFM Bylaws. (*Revised September 15, 2010*)

The Assistant to the President assigned to administer the AFM's programs to assist freelance musicians shall request the assistance of additional Federation personnel as required to effectively administer the program.

Funding approval shall be granted only to Locals that are fully compliant (*or have entered into an agreement with the Federation intended to resolve any compliance issues*) with their obligations as outlined in ARTICLE 5 at the time of receipt of their written request for funding.

**Applications will be processed in the order in which they are received. No more than one application from any single Local shall be considered during the period of January 1 through June 30. A second application may be considered after June 30; however, first time applications from other Locals during the calendar year shall be given priority over any second application from a Local.**

Based on the **total net costs** of proposed projects and reported first quarter per-capita numbers; maximum Federation **co-funding** amounts shall be allocated as follows:

Locals up to 250 = 65% (100% as of January 1, 2021)

Locals of 251-500 = 55%

Locals of 501-1000 = 45%

Locals of 1001 - 2500 = 30%

Locals over 2500 = 20%

The maximum amount of Federation **co-funding** for any single project shall not exceed \$5,000.00.

All written applications for co-funding (electronic submissions in .pdf or .doc format) are to be sent to [wargott@afm.org](mailto:wargott@afm.org) and must include the following:

- a) A complete description of the program, service or benefit.
- b) A complete plan of implementation.
- c) A total net budget for the project including a copy of any offer/estimate provided by any necessary third-party suppliers of products and/or services.
- d) The specific amount (*in dollars*) of Federation co-funding being requested — may be less, but may not exceed percentages outlined above.
- e) The rationale for the necessity of co-funding.
- f) A purpose and a set of goals for the project.
- g) A reasonable estimate of how long the program, service or benefit will be maintained by the Local.
- h) A brief resume of Local Officers/members involved in the project and what their role/responsibilities will be.
- i) How and how often the project will be publicized to the membership of the Local and/or the general public and local media where applicable.

All Locals that are granted co-funding shall include a written statement acknowledging the Federation's financial support and include the AFM seal in all promotional materials associated with the project.

All Locals that receive co-funding will be required to provide a written report on the impact/success of the project as well as proof of any/all financial disbursements in support of the project (*receipts/checks/cheques*) on an ongoing basis but no less than the end of each quarter.

The above noted policy shall become effective as of the date of acceptance/approval by the IEB and shall be subject to change at any time if deemed necessary.

**All requests for Freelance Co-Funding are to be submitted electronically to:**

Wages Argott, Director, Freelance Services via email: [wargott@afm.org](mailto:wargott@afm.org)