

CCMW Emergency Bursary Client Financial Assistance Policy and Procedures

Updated: February 2023

Purpose

The Canadian Council of Muslim Women (CCMW) aims to assist CCMW clients with unanticipated financial hardship incurred as a direct result of gender-based violence and/or legal fees. Each request for emergency funding is considered on its own merits and based on financial need and severity of the situation.

The CCMW Emergency Bursary funding is only for current a) CCMW clients who have contacted us for legal services coordination and/or supports coordination for gender-based violence and abuse and b) who encounter an unforeseen financial crisis. This financial crisis must result in a verifiable need that has a direct material impact on the client's wellbeing and/or safety. They must be active CCMW clients at the time the unforeseen financial crisis occurred.

Applications will be accepted beginning February 8, 2022, and will continue on a rolling basis until resources are exhausted. Value: Up to \$1000.00 CDN

It is expected that clients first apply for government financial aid (e.g. Legal Aid) to ensure funding is maximized. CCMW's service providers may also recommend alternative, external support and resources that may meet your needs instead of the CCMW Emergency Bursary.

Eligible Expenses

The CCMW Emergency Bursary will help to provide immediate short-term relief for unexpected financial need such as the inability to meet essential living expenses (for example housing, rent, food, and other basic needs). It is not intended to be a source of long-term funding or to replace lost income or to support discretionary expenses. Examples of eligible expenses include:

1. **Housing and accommodations**
 - Local rent payments that cannot be met due to a lack of available financial resources as a direct result of gender-based violence and/or legal expenses.
2. **Meals and living expenses**
 - Inability to purchase groceries due to a lack of available financial resources as a direct result of gender-based violence and/or legal expenses.

3. Health care and medical expenses
 - Inability to purchase medication or fill prescriptions due to a lack of available financial resources as a direct result of gender-based violence and/or legal expenses.
4. Lost Income
 - Clients requesting assistance in meeting their basic living costs because of financial hardship resulting from lost income must provide supporting documentation of two recent pay stubs or their Record of Employment. Applications that are incomplete or missing supporting documentation will be denied.
5. Other extenuating circumstances
 - Other extenuating financial need related to essential living costs resulting from gender-based violence and/or legal expenses. Expenses must be reasonable and supported with acceptable documentation.

To Apply

- Applicants must complete all sections of the CCMW Emergency Bursary Application Form. Incomplete applications will not be reviewed.
- Include a personal statement in the application that outlines your calculation of financial need (to support the amount requested).
- Attach all relevant supporting documentation such as receipts for rent, proof of loss of employment (e.g., letter/email from employer or Record of Employment) and two recent pay stubs.

For further information or if you have questions, please contact CCMW's service provider team at legalservices@ccmw.com or (647) 622-2221.