

## **GIRL GUIDES OF CANADA, NEWFOUNDLAND AND LABRADOR COUNCIL UNIT MEETING SPACE RENTAL ASSISTANCE GUIDELINES**

**PURPOSE:** To provide financial assistance to active units registered under Newfoundland and Labrador Council who are looking for alternative meeting space for the 2020-2021 Guiding year due to COVID-19.

**ELIGIBILITY:** Active units who can no longer use their previous meeting space (i.e. school or community centre, etc) due to COVID-19 restrictions or they now have a fee for the same space due to extra cleaning that may be required, etc.

**APPLICATION:** May be obtained from [www.girlguides.ca/nl](http://www.girlguides.ca/nl). Request for assistance must be submitted to the Newfoundland and Labrador Council office. Recordkeeping and accounting for meeting space usage shall be in accordance with the financial standards of GGC. Financial records for all amounts paid for the use of meeting space must be sent to the designated council within 30 days of payment.

**FUNDS:** Once an application is approved, a unit is eligible to receive up to \$500 to assist with the rental fees for meeting space. Upon initial approval, a unit can receive \$100 to help secure meeting space. The unit will then submit receipts to show the cost of the rental. The unit should remit receipts once a month for the entire month. Once a unit has expenses that are above the initial \$100, they will start to receive the remaining funding once a month until they have reached the maximum assistance of \$500. It is important that receipts are submitted to the provincial office by the 30<sup>th</sup> of each month.

**OTHER CONSIDERATIONS:** Because the unprecedented effect of COVID-19 and the uncertainty of being able to continue indoor meetings, it is not recommended to pay for a meeting space for more than one month in advance. Unit funds are the property of the Girl Guides of Canada and may be difficult to recover if they are paid too far in advance considering the current circumstance.