



**Practice:** How to Access the London Homeless Coalition Memorial Fund

**Draft Date:** March 2018

**Date Approved by Membership:** March 2018

**Date Amended by Membership:** December 2021

**Page 1 of 4**

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## **PURPOSE:**

This Practice describes the authority of the London Homeless Coalition (LHC) to review, approve and deny requests for financial assistance from the London Homeless Coalition Memorial Fund (Memorial Fund).

## **DEFINITION:**

The Memorial Fund provides financial assistance for purchasing goods and services related to:

- a) maintaining London's public memorial monument located at Campbell Memorial Park;
- b) hosting an annual public memorial event to honour and remember lives lost of individuals and families who have experienced homelessness; and,
- c) purchasing goods and services related to honoring lives lost of individuals and families who have experienced homelessness in instances where no other financial resources, including Discretionary Benefits, are available.

## **SCOPE:**

The LHC is accountable for the Memorial Fund and is responsible for the administration and monitoring of the Memorial Fund including managing requests for financial assistance from the Memorial Fund.

Using the Memorial Fund Request Form attached as Appendix A, the following groups are eligible to apply for financial assistance:

- members of the London Homeless Coalition Steering;
- homeless serving organizations; and
- family and friends of the individual through a homeless serving organization.

Financial assistance from the Memorial Fund for goods and services as outlined above may be applied for when all other possible financial resources have been explored and are confirmed unavailable for the goods and/or services requested.



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**Page 2 of 4**

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Requests for financial assistance will follow an approval practice and will be submitted to the LHC Steering Committee (Steering Committee) for approval.

The maximum amount of a Memorial Fund request is generally capped at \$200.00. All Memorial Fund requests are subject to available funds.

**PRACTICE:**

The following is the practice for submitting Memorial Fund requests:

- 1) Evaluate and exhaust all other possible sources of financial assistance including, and not limited to:
  - Contacting Discretionary Benefits at 519-661-5910 for up to date information and questions/inquiries related to financial assistance and eligibility;
  - Identifying the organizations the individual received service from and determine the ability of organizations to pay for or cost share the cost of the goods and/or services being requested;
  - Determining the ability of family and/or friends to pay for or cost share the cost of the goods and/or services being requested; and,
  - Assessing the availability of donations of goods and/or services from individuals and organizations including funeral homes.
- 2) Submit request to the Chair of the Steering Committee and/or designate by completing the Memorial Fund Request Form, attached as Appendix A. The request form includes demonstrating that no other available financial resources for the goods and/or services requested are available, or that partial funding is available.
- 3) The Chair of the Steering Committee and/or designate will request an immediate Steering Committee meeting or teleconference, if needed, to review the request and, to the best extent possible, provide a written decision to the applicant within three (3) business days. If the request is not time sensitive, it will be reviewed at the next Steering Committee meeting and, to the best extent possible, a written decision will be provided to the applicant within three (3) business days following the meeting.



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**Page 3 of 4**

Decisions are made based on a majority vote of those present at meetings.

- 4) For approved requests, the Steering Committee Chair and/or designate will complete a Memorial Fund Cheque Requisition, attached as Appendix B, and submit the requisition to the Steering Committee member in charge of the bank account.
- 5) Cheques are payable to the organization/agency providing the goods and/or services. Once the cheque has been issued, the Steering Committee and/or designate and the applicant will make arrangements for the cheque to be received by the applicant.
- 6) In the event that a cheque cannot be issued directly to the organization/agency, cash will be provided. Any cash transactions will require submitting receipts for proof of purchase to the Steering Committee Chair and/or designate.
- 7) Denied requests may be appealed to the Steering Committee for second consideration. The second decision of the LHC Steering Committee will be considered final. The onus is on the applicant to request an appeal.

#### **MONITORING AND REPORTING:**

**The Steering Committee Chair and/or designate** is responsible for:

- a) monitoring and tracking the use of the Memorial Fund;
- b) submitting cheque requests for approved requests;
- c) coordinating plans for the applicant to receive the cheque;
- d) maintaining records, statements and receipts related to the Memorial Fund; and,
- e) providing updates through a standing agenda item to the LHC Steering Committee including balance of funds, number of approved requests and plans and activities to replenish funds.

Aggregate information regarding the use of the Memorial Fund may be used to provide public information related to lives lost of individuals and families who have experienced homelessness.



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**Page 4 of 4**

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The London Homeless Coalition Memorial Committee reserves the right to retain a portion of the Memorial Fund at its discretion for maintaining London's public memorial monument located at Campbell Memorial Park, and for future annual public memorial events to honour and remember lives lost of individuals and families who have experienced homelessness.

**APPENDICES:**

Appendix A: Memorial Fund Cheque Request Form

Appendix B: Memorial Fund Cheque Requisition

Appendix C: Memorial Fund Tracking Sheet