

# Ontario Independent Facilitation Network (OIFN) OIFN Event Endorsement Policy

## 1. Preamble

This policy guidance refers to events endorsed by OIFN that are not directly organized by OIFN.

The Ontario Independent Facilitation Network (OIFN) will provide, funds permitting, bursaries for individuals to attend related independent facilitation training opportunities.

Bursaries will be available to people, families and self-advocates for events that are endorsed by OIFN and events that include people with disabilities and families will be favored for bursary considerations.

Bursaries will not be provided as subsidies for an event.

## 2. Endorsed Events

OIFN endorsed events are those events that have been reviewed by the OIFN Stewards Group and are seen to meet OIFN values and priorities. These events will include the OIFN logo on promotional material and may use the following language on promotional material: “endorsed by the OIFN”

## 3. How to Become an OIFN Endorsed Event

If you are interested in having your event endorsed by the OIFN, please fill out the Request for the OIFN Endorsed Event form available on the OIFN website at least 6 weeks before the scheduled event.

No bursaries will be considered until an endorsement has been approved.

The Request for the OIFN Endorsement Event form should be submitted by the event host organization.

Applications for endorsement will be reviewed by a Steward within 10 days of receipt, with notification of the decision provided to the applicant by email.

## 4. Application and Approval Process for Bursaries

Once an event has been approved for OIFN endorsement, the host organization is responsible for managing all bursary requests directly. Those requesting bursaries should submit the Bursary Request Form for OIFN Endorsed Events, available on the OIFN website, at least one month before the event, following the directions for submission as indicated on the Bursary Request form.

Applications will be reviewed by a Steward within 10 days of receipt, with notification of the decision provided to the applicant by email.

## 5. Amount of Bursaries

Applicants are expected to cover at least some portion of the event fee, travel and/or accommodation.

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The amount of money available for individual bursaries will be capped at a total of \$1000 for each event and will be allocated to support the participation of people with disabilities and families to attend that event.

### 6. Reimbursement to Host Organization

Following the event, the host organization must submit an invoice to OIFN for the agreed upon sponsorship amount.

### 7. Reporting Back to OIFN

Before OIFN funds for endorsement are released to the host organization, the host organization must share attendance details from the event. Particularly, OIFN requests that the host organization shares the following:

- i. The total number of people who received bursaries
- ii. A breakdown of bursary recipients by cohort (i.e. self-advocates, family members, independent facilitators, etc.)
- iii. The total number of people who attended the event
- iv. The total number of people who attended from 'emerging areas' or areas where Independent Facilitation is not provided by an MCSS-funded Independent Facilitation Organization
- v. The total number of people who attended from the North or Near North.

An OIFN Event Summary template will be forwarded to the host organization upon approval for endorsement to assist with the collection and reporting of this data.