



Between:

Mennonite Central Committee Canada (MCC)
as the Sponsorship Agreement Holder (SAH)

and

as its Constituent Group (CG)

This Memorandum of Understanding (MOU) represents an agreement regarding the flow of refugee resettlement contributions through the MCC accounts and the issuance by MCC of the related charitable donation receipts.

It is agreed that:

MCC will set up a Refugee Resettlement Designated Account (RRDA) account for the CG, subject to the following conditions:

- The CG will have satisfied MCC that it has the ability to handle the sponsorship both financially, and in terms of personal support for the refugee(s), and that the CG shares MCC's values and goals in relationship to refugee resettlement.
- MCC will be responsible for setting up an RRDA and will receipt donations and disburse funds to the designated Finance Contact of the CG.
- A 5% cost recovery fee will be applied to all funds received into the RRDA and will be retained by MCC to help cover administrative costs associated with the refugee resettlement program that includes credit card processing fees, receipting of donations, and ensuring disbursements are in compliance with Canada Revenue Agency (CRA) guidelines.
- MCC will report on the financial status of the RRDA to the CG Finance Contact as funds are disbursed according to the **Fund Disbursement Procedure** section below. Note: privacy laws prohibit MCC from releasing individual donor information unless the donor specifically authorizes release of this private information.

MCC will wait to submit the required Sponsorship Undertaking and Settlement Plan until an adequate amount of funds are in the RRDA. The required amount will be at least equal to 6 months of income support and start-up costs as outlined by the current Resettlement Assistance Program (RAP) Rates set by Immigration, Refugees, and Citizenship Canada (IRCC). The RAP Rates will establish the minimum financial requirement and the maximum fundraising limit will allow for an additional 25% (less the 5% CRF) above the annual cost of sponsorship as outlined by the current RAP rates. The maximum is not to exceed the Market Basket Measure (MBM) index based on family composition and location of resettlement.

- Tax-receipted funds received in a RRDA are designated for the CG to use for resettlement purposes for the refugee(s) for which they have signed a Sponsorship Agreement and must be held under the control of MCC as required by CRA.
- The CG must provide to MCC a financial report using the Finance Report after each disbursement to fulfil MCC’s commitment of reporting to our Board and CRA. Receipts for major expenses such as rent, utilities, and other large expenses should accompany the report but the expense report should account for all funds received and expended as much as possible. If there are complications or concerns in accessing this information, please contact the MCCO Finance team at RefugeeFinance@mcco.ca for further dialogue. If a report has not been received by the time of the next scheduled disbursement, MCC reserves the right to not advance further money from the RRDA account until the reporting requirement is met.
- No interest will be accrued on the balance of the RRDA.
- MCC will pay out from the RRDA to the CG’s Finance Contact as defined in the Finance Report Plan. If the CG would like to supplement the level of support to the refugee, they can do that, but the funds would not run through the RRDA and so would not be eligible for a charitable donation receipt from MCC.
- If the funds raised for a specific refugee settlement are in excess of the amount needed, or if the refugee(s) the CG intends to sponsor do not arrive in Canada, those funds cannot be refunded but will be used for other refugee resettlement initiatives by MCC.
- Funds from the RRDA cannot be disbursed in any way that is not allowed by MCC Canada’s Sponsorship Agreement, or rules governing a registered charity by the Canadian Revenue Agency.

Send requests to RefugeeFinance@mcco.ca.

Minimum Support Calculation

attached

Signatures

Authorized Signor

I have authority to bind the Constituent Group.

Name:

Signature:

Date:

Phone #:

Finance Contact:

Name:

Signature:

Date:

Phone #:

Mennonite Central Committee Canada

Moses Moini, Refugee Program Coordinator, MCC Ontario

I have authority to bind MCC Canada

date



MCC Agreement: RRDA

For a Constituent Group – BVOR Sponsorship

Fund Disbursement Procedure

The procedure below describes how MCC Ontario will disburse funds to the Constituent Group that is sponsoring a Blended Visa Office Program refugee (family or individual) through the use of a Refugee Resettlement Designated Account (RRDA) held at MCC. The sponsorship commitment is for 12 months and funds for months 2-7 will be provided by the Government. In addition to the support they will provide through month 2-7, the CG will provide the full financial responsibility after month 7. The CG and its Finance Contact are responsible for developing, maintaining, implementing, and tracking the sponsorship budget on the *Funds Disbursement Report*. The Finance Contact must email MCC to request the fund disbursements as outlined below:

- 1. First payment** – Issued prior to the family's arrival (after Pre-NAT)
Note that in the second month, the family will receive their support payment from the Government. It will include money for rent, food and transportation. The CG Finance Contact will ensure that any top up required as per the Finance Report is transferred to the PA monthly.
- 2. Second payment** – Issued towards the end of the 7th month
At around this time, families with children will have started receiving their Canada Child Benefits. Please do not factor this as income as per CRA.
- 3. Third payment** – Issued towards the end of the 9th month

To ensure appropriate processing time, for EACH payment request, please include the up-to-date **Finance Report** and provide the following information request from the **Payment Request Table** in the body of the email:

- Amount requested
- Name of CG
- RRDA #
- Name of Principal Applicant
- Complete name and address of the Finance Contact OR if a cheque is to be mailed, the address to which the cheque is to be sent if different. *NOTE: RRDA funds will not be issued directly to the PA.*

Payment requests are to be made at least 3 weeks in advance of the date that the cheque is needed. Send requests by email to **MCCO Finance Team: RefugeeFinance@mcco.ca**