



For a Constituent Group – Named Sponsorship

Between:

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

and

as its Constituent Group (CG)

For the sponsorship of Principal Applicant

Name of Principal Applicant

This Memorandum of Understanding (MOU) represents an agreement regarding the flow of refugee resettlement funds through the MCC accounts.

It is agreed that:

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

1. 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.
2. MCC will be responsible for setting up an RRDA and will receive and disburse funds to the designated CG Finance Contact, upon receiving the fund request and completed finance report.
3. 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.
4. Each fund disbursement is requested by the CG Finance Contact, through the process outlined in the **Fund Disbursement Procedure** section below.
5. 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.
6. In order to meet the minimum financial requirements set by Immigration, Refugees and Citizenship Canada, MCC is required to monitor the changes in **family composition and children turning 18, the age of majority**. In compliance therefore MCC may reach out to the CGs who may be impacted by those changes and request for additional funds to be deposited into the RRDA.

MCC will wait to submit the required paperwork for the sponsorship application until an adequate amount of funds are in the RRDA. The required amount will be equal to the 12 months of income support and startup costs as set by Immigration, Refugees, and Citizenship Canada (IRCC).

- No interest will be accrued on the balance of the RRDA.
- MCC will pay out from the RRDA to the CG’s designated Finance Contact as defined in the Funds Disbursement Procedure.
- Income from the family’s Canada Child Benefit and GST refund will not be counted in the income paid to the refugee(s).

Fund Disbursement Procedure

Below is the procedure detailing how MCC Ontario will disburse funds to the CG that is sponsoring a Named Refugee (family or individual) through the use of a RRDA held at MCC. The sponsorship commitment is for 12 months of income support and settlement support.

The Finance Contact must email MCCO to request each fund disbursement. For each request, the CG's Finance Contact will complete and submit the up to date **Named Case Finance Report** (indicating monthly support has been provided and any additional supporting documents if required) and the **Payment Request Table** (found in the Finance Report) prior to each payment request. The CG and its Finance Contact are responsible for developing, maintaining, and implementing the sponsorship budget. MCC will issue 4 payments each representing 25% of the 12-month settlement support according to the following schedule:

- **First payment** – when Notice of Arrival (NAT) is received (Start-Up costs + 25% Income Support)
- **Second payment** – at the end of the 3rd month (25% Income Support)
- **Third payment** – at the end of the 6th month (25% Income Support)
- **Fourth payment** – at the end of the 9th month (25% Income Support)

To ensure appropriate processing time, make your request 3-weeks in advance of due date.

For EACH payment request, please include the up-to-date **Named Case Finance Report** and provide the following information request from the **Payment Request Table** the body of the email:

- Amount requested
- Name of CG
- Name of Primary Applicant (PA) and G#
- Complete name and address of the Finance Contact OR to which the cheque is to be sent (not the PA) if different.

Send requests to RefugeeFinance@mcco.ca.

Minimum Support Calculation

attached

Signatures

Authorized Signor:

I have authority to bind the Constituent Group.

Finance Contact:

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Phone #: _____

Phone #: _____

Mennonite Central Committee Canada

Moses Moini, Refugee Program Coordinator, MCC Ontario

I have authority to bind MCC Canada