
1. Background and Purpose of the Fund

- 1.1. Simon Parboosingh was a dedicated guide candidate, taking part in an Apprentice Alpine Guide exam on Mt. Athabasca in 1994, when he tragically lost his life in an avalanche. His passing left a deep impact on all who knew him. The SPAF was created in 1996 through the generosity of Simon's family, ACMG members and members of the public.
- 1.2. The Simon Parboosingh Assistance Fund (SPAF) provides ACMG members, their clients, and family members, as well as ACMG staff and volunteers, with a source of emergency funding in the event of a personal crisis.

2. Fund Management

- 2.1. The ACMG Mental Health Committee is tasked with managing fundraising for the SPAF to ensure the fund can continue to assist those in need. ACMG Member Services will provide support and is empowered to engage with fundraising opportunities as they arise.

3. Distribution of Funds

- 3.1. Funds are disbursed by an ACMG Mental Health Committee ad hoc subcommittee formed when an application form is submitted. The funds contributed to the SPAF are not endowed for investment income purposes only and can be used for immediate distribution. The needs of the applicant are paramount when assessing funding applications. If funds are available, they should benefit those with present needs. Each recipient of funding will receive a maximum of \$2,500 in support in a 12-month period.
- 3.2. The SPAF is a flexible fund that can provide a variety of supports for individuals in need, including but not limited to applications for:
 - Psychological counselling;
 - One-time medical needs;
 - Health & Wellness services such as physiotherapy, or;
 - New adaptive equipment or supports required to continue working after an injury.
- 3.3. The SPAF is a small fund and, regrettably, cannot support all applications, including but not limited to applications for:
 - Income replacement;
 - Long-term medical expenses, or;
 - Chronic or existing conditions.

4. Fund Eligibility

- 4.1. Fund applicants:
 - Need not be directly involved in the crisis;
 - Must be an ACMG member, staff, or volunteer, and;
 - Must demonstrate a financial need resulting from a physical or psychological injury or illness.
- 4.2. Fund recipients:
 - Must be an ACMG member, their client, a family member, a staff member or a volunteer, and;
 - Will receive a maximum of \$2,500 in a 12-month period.

5. Application Process

- 5.1. SPAF applications should be completed and submitted online at [ACMG Simon Parboosingh Assistance Fund Application](#). An application may be submitted on behalf of someone else as long as the beneficiary meets the eligibility criteria and has consented to the application.

6. Application Review

- 6.1. An ACMG Mental Health Committee ad hoc subcommittee will be formed to consider each application submitted. The subcommittee will:
 - Treat each application with discretion and sensitivity;
 - Keep information confidential and respect each applicant's privacy;
 - Request follow-up information if necessary to make a well-considered decision, and;
 - Address each application based solely on the applicant's need and the present availability of funds.
- 6.2. The chair of the ACMG's Mental Health Committee or the ACMG's Executive Director will inform the Mental Health Committee that an application has been received.
- 6.3. An ad hoc subcommittee of the Mental Health Committee, comprising two Mental Health Committee members and either the Mental Health Committee chair or the Executive Director, will be tasked with reviewing applications and maintaining accurate records of its decisions.
- 6.4. The subcommittee will review all applications within 72 hours, contingent upon the availability of committee members. If the crisis is due to a recent or ongoing traumatic incident, the subcommittee will attempt to meet within 24 hours to review the application and approve funding for counselling.

-
- 6.5. The subcommittee will notify the Executive Director of its decision. After reviewing the subcommittee's decision, the Executive Director will either approve and authorize payment of the funding or seek a further review of the decision by the subcommittee.
 - 6.6. If the subcommittee is unable to meet within the timelines noted above, the Executive Director and the Mental Health Committee chair will review the application.
 - 6.7. The Mental Health Committee chair or the Executive Director will notify the applicant of the application's status and whether funding has been approved.
 - 6.8. The Mental Health Committee chair or the Executive Director will contact the counsellor or other service provider with the funding details and a billing identification number in the case of direct billing.

7. Fund Reporting

- 7.1. The ACMG will provide a summary of the SPAF donations, distributions, income and balance on its website and in the ACMG's annual report to its membership.

8. Personal and Confidential Information

- 8.1. Personal and confidential information provided by the applicant will be kept confidential in accordance with the ACMG's [Personal and Confidential Information Policy](#).