



SECTION 2:

Community Sponsors

- ▶ UNDERTAKING/APPLICATION
- ▶ SETTLEMENT PLAN & FINANCIAL ASSESSMENT
- ▶ SPONSOR ASSESSMENT, DOCUMENT CHECKLIST, USE OF REPRESENTATIVE

The instruction guide [IMM 5413](#) contains various forms that must be completed as part of the sponsorship application your group submits to the Centralized Processing Office in Winnipeg (CPO-W).

All forms for sponsoring as a Community Sponsor are available online at:
<http://www.cic.gc.ca/english/information/applications/private.asp>

Undertaking/Application IMM 5373

At the top of the Undertaking sponsors must identify the type of their sponsoring group: SAH or CG, Group of Five, or Community Sponsor.

The first few sections of the Undertaking are for the personal and contact information for the sponsoring group. At a minimum, **Section B** must include the details of the Community Sponsor organization's representative (the person who has authority or ownership of the organization's finance), his or her date of birth and contact information. This individual must also sign the Undertaking. By signing it, the individual demonstrates his or her approval of the sponsorship and commitment to the associated legal responsibilities.

Figure 1

Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

PROTECTED WHEN COMPLETED - B
PAGE 1 OF 8

UNDERTAKING / APPLICATION TO SPONSOR
UNDERTAKING TO SPONSOR CONVENTION REFUGEES ABROAD
AND HUMANITARIAN-PROTECTED PERSONS ABROAD

Check the appropriate box below. I am / We are as:

SAH or Constituent Group (CG)
 Group of Five (G5)
 Community Sponsor (CS)

FOR CIC USE ONLY	
CIC file identification no.	
Principal applicant ID no.	
Name of principal refugee applicant	

If you require more space to provide all the necessary information, attach a separate sheet with further details. Print the sponsor's name at the top of each additional sheet and indicate the form's title and the number of the question you are answering.

If you wish to provide a "Sponsorship Rationale", please attach a separate sheet to this application with the information.

FOR CIC USE ONLY	
A - SPONSORSHIP AGREEMENT HOLDERS - THIS SECTION MUST BE COMPLETED BY SPONSORSHIP AGREEMENT HOLDERS WHETHER PARTNERING WITH A CG OR NOT	
Name of Sponsorship Agreement Holder	
Name of representative - Surname (Family name)	Given name(s)
Date of birth (YYYY-MM-DD)	
Other names used (include birth name, maiden, previous married name(s), aliases and nicknames)	
Address (no. and street)	Apt. - Unit
City	Province
Postal code	
Home telephone no.	Business or cell telephone no.
E-mail address (specify, if available)	

FOR CIC USE ONLY	
B - SPONSORSHIP GROUP - THIS SECTION MUST BE COMPLETED BY CONSTITUENT GROUPS, GROUPS OF FIVE AND COMMUNITY SPONSORS	
Name of Sponsorship Group (CG/G5/CS)	
Name of representative - Surname (Family name)	Given name(s)
Date of birth (YYYY-MM-DD)	
Other names used (include birth name, maiden, previous married name(s), aliases and nicknames)	
Address (no. and street)	Apt. - Unit
City	Province
Postal code	
Home telephone no.	Business or cell telephone no.
E-mail address (specify, if available)	

Sample Case Continued

As a Community Sponsor, the Centre Francophone of Blue Knife is interested in sponsoring Malu and his family. They have agreed to work together with Ezekiel as a co-sponsor individual. See *Figure 1* for an example of how *Section A* of the Undertaking should be filled out in this case.

The group representative mentioned in the **Section B** will be used as a contact person for the sponsoring group. This person will receive communication regarding the sponsorship process from CIC. It is important that the contact information (e-mail address in particular) is up-to-date to ensure timely exchange of correspondence. It is also advised to have internal mechanisms

in place to share information among parties to the sponsorship, to ensure that information flows smoothly amongst all parties.

In cases where the organization will be working with co-sponsor individuals and/or organizations, it will be necessary to include this information in **Section C**. When working with co-sponsors, in the case of an individual, the personal details of the individual are required; whereas in the case of an organization, the name of the organization and the personal details of its representative are required.

Section E will allow your Sponsoring Group to list the personal details and contact information of the refugee(s) you are identifying for sponsorship.

The individual with the stronger refugee case should be the principal applicant. It is important to list all family members in this section whether they are accompanying the principal applicant or not. The *One Year Window of Opportunity* provision provides a mechanism to reunite spouses and dependent children who are missing or unable to be processed together with the principal applicant as long as they are listed on the IMM 008. The sponsor undertakes the legal responsibility to support all family members listed, even if they arrive through the *One-Year Window of Opportunity* Application.

If a family member has not been included in the Undertaking and IMM 0008 forms, they will be excluded from coming to Canada as a family member.

One Year Window of Opportunity (OYW) is a regulatory mechanism that allows non-accompanying family members to submit an application and be eligible to be processed in the same class and category as the principal applicant (PA) for up to one year following the PA's arrival in Canada. All family members must be identified on the PA's application form. For more details refer to Paragraph 141(1) (b) of IRPR, IP3 and OP5.

It is important to provide the exact mailing address of the refugees, which should be accurate and kept up-to-date throughout the application process as it will be necessary for the visa office to contact the refugee applicants during the sponsorship process. If applicable, the group can also provide an alternate address.

Any discrepancy or contradiction of the refugee's personal information could raise credibility issues. Sponsors should, therefore, ensure that the personal information and spelling of the applicants names are accurate and consistent with what has been included in the IMM 6000 package and supporting documents.

Sample Case Continued

Ezekiel has received the completed IMM 6000 and required documents from his brother. When submitting the Undertaking/Application to Sponsor, the sponsor will be required to fill out two Undertaking/Application to Sponsor Forms - one for Malu and his family and one for Kimbala, because Kimbala is not his biological son nor legally adopted son. He is a de-facto dependent of Malu. Both files can be linked so that they can be assessed at the same time.

Figure 2 demonstrates how in Malu's application form Kimbala's is being linked. Similarly, Malu's application can be linked to Kimbala's application by putting his name and date of birth in section G of Kimbala's undertaking form.

In instances of sponsorship of cases that require separate undertakings but that relate to and/or emanate from the same grounds, of persecution or involve family members (i.e. adult children, siblings, etc.) **Section G** allows sponsors to link multiple undertakings so that they can be processed at the same time. To do so simply indicate on each undertaking the name and date of birth of the principal refugee applicant that corresponds to the case you would like linked.

Figure 2

G - MULTIPLE UNDERTAKINGS - THIS SECTION MUST BE COMPLETED BY ALL SPONSORING GROUPS, IF APPLICABLE		FOR CIC USE ONLY
NAMES OF OTHER PRINCIPAL REFUGEE APPLICANTS LINKED TO THIS UNDERTAKING	Date of birth	Client ID no.
Kimbala Frederic	Y M D 1 9 9 0 0 2 0 2	
	Y M D 	

In the **Section H** the group should list any close relatives of the refugee who are already living in Canada. Relatives include parents, siblings, aunts, uncles, cousins and adult children. Friends are not considered relatives.

Sections J & K – each party to the sponsorship (Community Sponsor representative and the co-sponsor, if applicable) must read this section, check the appropriate box, and then sign and date **sections J and K**, preferably in pen with blue ink.

The application will be returned if all relevant partners to the sponsorship do not sign it. **Signatures have to be original and dated.** Any photocopy, including a scanned copy, might not be accepted. By signing this section, each part to the sponsorship undertakes the legal responsibility of upholding the obligations of the sponsoring group that are listed in **Section I** of the Undertaking and the settlement plan.

If sponsors wish to state their reasons for sponsoring the applicants mentioned in the form, they can provide a “Sponsorship Rationale” on a separate sheet of paper and attach it to the Undertaking. Sponsors can also explain why they consider the refugees to be eligible for sponsorship, that the refugees do not have any other durable solution, and why Canada is the preferred choice for resettlement. Even though providing this information is optional, sponsoring groups are encouraged to do so.

Settlement Plan and Financial Assessment IMM 5515

The [Instruction Guide](#) defines the settlement plan as a “planning tool for sponsoring groups to formulate how they intend to deliver the various aspects of settlement assistance needed to help the refugee applicant (s) establish successfully in Canada.” The Settlement Plan for Community Sponsors also includes an organization profile as well as a financial assessment portion. The financial assessment allows the CPO-W to assess whether your group will be able to provide the appropriate financial support. It is important that all organizations participating in the sponsorship (including co-sponsor organizations) complete these forms.

The organization profile contains information pertaining to the organization’s structure, purpose, leadership, and membership. Additionally, it provides information related to the type of activities in which the organization is involved in, including any refugee or humanitarian related activities, as well as income sources and capacity to manage debt. This type of information provides CIC with a perspective on how stable and solvent the organization is.

Sample Case Continued

Figure 3 provides the organization profile for the Centre Francophone.

Ezekiel and the Centre Francophone are sharing the settlement responsibilities. Figure 4 outlines how these responsibilities will be shared.

Since the application involved two linked cases, the group should be prepared to provide the required financial amount. The sponsorship costs of the family is equals to \$34, 800. That is, \$ 23,000 for Malu, his wife and son plus \$11,800 for Kimbala. Although the group completes two undertaking forms, they can fill out only one settlement plan if the family will live together.

In Figure 5 Ezekiel and the Centre provide detailed descriptions of the settlement assistance they will be offering Malu and his family.

Figure 3

B - ORGANIZATION PROFILE *If you require more space, add a page

1. Provide a description of your organization and its structure, purpose, designated officers and/or board of directors.	The Centre was created to serve and assist French Speaking individuals including newcomer refugees. The structure of the centre includes a 7-member Board of Directors, the Executive Director and staff as well as membership at large. The Executive Director and his staff run the day-to-day activities of the organization while the board provides policy guidance and general direction of the organization.
2. How many people are in your organization? What are their various roles?	The organization have seven fulltime staff including the Executive Director, one settlement counselors, one social workers, three French language teachers and a secretary. With the leadership of the executive director, the staff works to promote and preserve the French language and provide settlement assistance to french speaking newcomers including refugees.
3. Provide a brief history of your organization. Include important dates, milestones and accomplishments.	In 1960 - minority French speakers in the city created the organization in 1960.; Until, 1970, the organization was run by volunteer retired French teachers In 1980, the organization received funding from the provincial government and hired a full time staff ; In 1985, the organization started to provide settlement assistance to newcomer's francophone's; In 1990, the organization recruited more staff and expanded its service to refugees and refugee claimants, and In 2000, the organization hired two staff – a social worker and a French teacher
4. Describe how your organization derives its income? (product sales, member fees, fundraising, etc.)	Currently, the core funding of the organization comes from the provincial government. However, the organization collects membership fee and conducts various fund raising activities such as car washing, yard sale, bazaar and other events.
5. Is your organization financially solvent (able to manage its debt load)? What financial statements have you provided to show that your organization is solvent?	The organization is solvent and has the ability to shoulder the responsibility of the sponsorship. We have opened a separate account for the sponsorship and allocated about 20000 that is devoted for the settlement of the family. The center will submit a revenue income assessment as well a copy of the bank statement. With the support of the cosponsor, the centre will do a collection of in-kind donations from the membership and others.

PAGE 2 OF 4

6. Briefly describe any refugee sponsorship activities or any other humanitarian work your organization has undertaken in the preceding three years.

Since 1990, the centre has been helping refugees who come to our city. The centre has assisted with finding housing, job search and other settlement service newcomers. In addition, the centre has provided newcomers with orientation on using the public transportation, budgeting, schooling and surviving winter. The centre was also at the forefront in collection of donations and fund raising to assist the victims of the earthquake in Haiti.

The **Settlement Needs Checklist** allows the group to indicate the monetary and in-kind support they are offering to the refugee, and its corresponding dollar figure. It also allows the group to indicate who will provide the support if there are multiple parties working on the sponsorship. In-kind deductions are donations that the group is committing to provide to the refugee in the form of goods, commodities or services. There is a cap on how much a group is permitted to pledge as in-kind donations to reduce the cost of the sponsorship; this calculation is given in the table on page 4 of the [IMM 5515](#) (see also Fact Sheet 7.3 Sponsorship Cost Table in this handbook).

By using in-kind deductions a sponsoring group can reduce the amount of financial commitment that they need to show to CIC. However, if in-kind deductions are above the permitted maximum, the CPO-W will either reduce the amount to the permitted maximum or return the application in instances where the finances are insufficient for the refugees' settlement needs.

Figure 4

C - SETTLEMENT NEEDS CHECKLIST

* **Settlement Needs:** Check the relevant box to identify who will be providing for the settlement needs of the refugees you sponsor.
(Note: more than one party may provide for the same need)

* **In-Kind:** If your Group will have in-kind donations available to supply certain settlement needs, place a checkmark in the appropriate boxes.
Note: In-kind supports are donations made in goods, commodities or services

* **In-Kind Deduction:** Using the rates provided in the In-Kind Deduction Table (page 4), print the dollar value for each form of settlement assistance for which an in-kind support is available. The total value of the in-kind support will be deducted from the cost of your 12 month sponsorship.

Settlement Needs	Sponsor	Cosponsor #1 (individual)	Cosponsor #2 (organization)	In-Kind	In-Kind Deduction
START-UP COSTS					
Clothing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 2000.00
Furniture	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 2000.00
Start-up costs (Household effects, bedding and linens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
School start-up costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Food staples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Hook-up costs (rent deposit, telephone, utilities, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a
MONTHLY EXPENDITURES					
Shelter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 1150
Transportation (public transit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a
Living allowance (food, incidentals, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a
				Total In-Kind Deduction:	\$
SETTLEMENT ASSISTANCE					
Meet refugee(s) at the airport and provide transportation to the final destination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Meet refugee(s) upon arrival at the final destination (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Locate an interpreter (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Apply for provincial health plan and Interim Federal Health plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Apply for Social Insurance Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Select a family physician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Select a dentist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Plan for medical emergencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Provide orientation (public transportation, banking services, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Provide assistance in linking refugee(s) with community activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Enroll children in school (if applicable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Make child care arrangements (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Register for child tax benefit (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Enroll adults in language training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Provide assistance in finding employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

IMM 5515E (10-2009)

Detailed information regarding the settlement responsibilities are outlined in **Section C**. Each settlement need is explained in the instructions guide, which should be referred to before completing the plan. For all the different areas outlined the group should earmark at least one person, give his or her availability and come up with a contingency plan should the member be unavailable for any reason.

It is important that the Settlement Plan identifies a number of volunteers who will fully support the newcomer upon arrival. Additionally, when the group assigns the settlement tasks to members, they should use reasonable judgment to ensure that the responsibilities are fairly distributed among group members. Also, it is important to consider each group members' availability and capabilities when assigning tasks.

Sponsors should also consider unexpected eventualities and have a contingency plan. A contingency plan offers an alternative arrangement if, for instance, members of the group

are not available to offer settlement assistance, the in-kind donation does not fit the newcomers needs or the planned financial arrangements are not sufficient.

Figure 5

NEEDS - DETAILS

Specify details of the plans your group has made or intends to make to help the refugee(s) settle.
* If you require more space, please add a page.

<p>1. What accommodation (temporary or permanent) arrangements are available?</p> <p>After their arrival, the family will stay in the house of Ezekiel where are three bedrooms, a living room, a bathroom and a kitchen in the basement. Malu, his wife and child will use the two bedrooms while James will occupy the third bedroom. They will share the common rooms and use the separate entrance into the basement. The family will be living in this place for the duration of the sponsorship or until they become independent.</p>
<p>2. What support structure (staff or volunteer) will be available to provide the required settlement services? Indicate the names of the individuals that will be volunteering and what tasks they will be assisting with (e.g. arrival, Social Insurance Number (S.I.N.) card application, Health card application, medical appointments, etc.). Also indicate their availability (daytime / evening / weekend).</p> <p>Ezekiel Frederic – will welcome the family in the airport, is responsible for ensuring they get their monthly allowance and help them with budget; Suzan Frederic – will be enrolling them in school, register them in provincial and federal health insurance and show them where to shop; Mohammad Ahmad – will assist in finding a job and connecting them with career counselors; Pastor Paul McDonald – will provide them counseling, emotional support and orient them to the new community, and Natash Ayan will help them in finding a family doctor and applying for the child tax benefit.</p>
<p>3. a) Which immigrant settlement assistance agencies will the refugee applicant(s) likely access?</p> <p style="text-align: center;">The Center for Francophone's of Blue Knife, the Newcomer Information Center and the Center For Survivors Of War And Torture.</p> <p>b) Have you contacted these agencies for information on available services?</p> <p><input checked="" type="checkbox"/> Yes ▶ Specify: All agencies agreed to provide the family the required professional settlement assistance in their respective filed of specialization.</p> <p><input type="checkbox"/> No ▶ Explain:</p>
<p>4. Are you planning to offer employment or labour market training to the sponsored refugee? If yes, provide details.</p> <p>Our group will provide assistance in finding a job and this include helping them in preparing their resume and referring them to organization that will assess in accrediting their credentials and offer job search workshops.</p>
<p>5. Describe the anticipated monthly expenses for the refugee applicant(s)?</p> <p>Food – 500.00 CAD Transportation – 300.00 CAD Utilities including electricity, heat and water – 100.00 CAD Phone Bill, Internet and Cable- 80.00 CAD Pocket money – 200.00 CAD Others – 100.00</p>
<p>6. If your group plans to use in-kind donations to support part of this sponsorship, provide details.</p> <p>We will be using the following in kind donations: -Shelter: the family will stay in the basement of Ezekiel's residence place and will not need to pay for rent. - Furniture's – the basement is fully furnished. -Clothes – we have collected new and decently used clothes donated by sponsoring group and others.</p>
<p>7. What contingency plans has your group made in case problems arise with the implementation of this plan?</p> <p>The group has opened a bank account and deposited about 15,000 CAD as a contingency plan in case the basement of Ezekiel is unavailable. Also, Pastor Paul has received a commitment from five members of his parish to assist with the sponsorship if the need arises.</p>
<p>8. (Applicable only where cosponsors have signed the Undertaking) Provide further details on how the sponsor and cosponsor(s) plan to share settlement responsibilities.</p> <p>Both the sponsor and cosponsor will assist the family in their settlement and integration process. The cosponsor will offer shelter to the family, locate a family doctor and dentist as well orient them to the new community. The sponsor will ensure the family have adequate housing, register them to federal and provincial health insurances, help them to apply for child tax benefit, offer them assistance in finding job as well enroll them to school. In addition, the sponsor ultimately oversee the settlement services stipulated in the settlement plan are properly carried out and the family are sufficiently settled.</p>

IMM 5515E (10-2009)

Finances are an important part of any sponsorship. In **Section E**, the sponsoring group must outline its financial capability to sponsor the refugee(s). The financial commitment of the group plus the amount of in-kind deductions being utilized should be equal to or greater than the total cost of sponsorship, as outlined by CIC in the **Sponsorship Cost Table** found on page 4 of the IMM 5515.

Figure 6

E - FINANCIAL ASSESSMENT

* This section will allow the group to predetermine if it has committed sufficient funds to the sponsorship.

* Use the dollar amounts indicated on the Group's financial documents and the dollar amounts listed in the two cost tables below to fill out this section

Financial Commitment		FOR CIC USE ONLY	
Community Sponsor's Commitment	\$ 17000.00	Financial Requirement	
1st Cosponsor's Commitment	+ \$ _____	Total Cost of Sponsorship (column "C" below)	\$ 34800.00
2nd Cosponsor's Commitment	+ \$ _____		
Funds held in trust	+ \$ _____		
Other sources of funds		Total In-Kind Deduction (from page 2)	- \$ 17800.00
1. _____	+ \$ _____		
2. _____	+ \$ _____		
Total Financial Commitment	= \$ 17000.00	Final Cost of Sponsorship	= \$ 17000.00

Sample Case Continued

Figure 5: For the sponsorship of the Frederic family the total financial commitment of the group is \$17,000, the amount of in-kind deductions is \$17,800, equalling \$34,800 together. The cost of sponsoring a family of three according to the Sponsorship Cost Table is \$23,000. Given that the de facto dependant has to be considered as an additional single individual, we must add \$11,800 to that amount. The total sponsorship costs in this case would be \$34,800 which equals the financial

Sponsor Assessment IMM 5492

All individuals who sign the Undertaking/Application are required to fill out the [Sponsor Assessment form](#) to confirm their eligibility as sponsors. This includes the Community Sponsor representative as well as any Co-sponsor individuals and/or Co-sponsor organization representative, if applicable.

Document Checklist IMM 5437

This form must be completed and submitted with your completed Refugee Sponsorship Application. The document checklist is the same for all three types of sponsors and it is important that sponsoring groups identify the type of their sponsorship group in the top of the first page before completing the form.

Use of Representative IMM 5476

CIC defines a representative as "someone who has provided advice, consultation, or guidance to you at any stage of the immigration application process, or in an immigration proceeding. If someone represented or advised you to help you submit your application, then that person is your representative. A representative is also someone who has your

permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA)".

In the context of private refugee sponsorship, a representative may be a third party (e.g. a relative, a friend, an immigration consultant) authorized by the sponsor or by the principal applicant to enquire about the sponsor/refugee application on their behalf. In some cases sponsors may ask the refugee(s) to fill out this form to identify the sponsor as their representative.

This form is optional.

Application for Convention Refugees Abroad and Humanitarian-Protected Persons Abroad IMM 6000

In order for the application package to be complete sponsors must ensure that [IMM 6000](#) forms are completed and signed by the refugee applicants and that all required supporting documents are enclosed. The IMM 6000 application package has to be submitted to the CPO-W together with the sponsor's forms.