



# SECTION 2

## Community Sponsors

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

The Private Sponsorship of Refugees Application Guide [IMM 5413](#) contains various forms that must be completed as part of the sponsorship application your group submits to the Resettlement Operations Centre - Ottawa (ROC-O) at IRCC.

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/Application sponsors must identify whether their sponsoring group is a SAH or CG, a Group of Five, or a Community Sponsor.

The first few sections of the Undertaking are for the sponsoring group's personal and contact information. 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  
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### 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)

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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.

**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

Group identification no.

**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)			

FOR CIC USE ONLY

Group identification no.

## Sample Case Continued

As a Community Sponsor, the Francophone Centre 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.

have internal mechanisms in place for sharing information among all parties to the sponsorship, so that information flows smoothly.

If the organization will be working with co-sponsor individuals and/or organizations, include this information in **Section C**. The personal details of any individual co-sponsor are required, as are the name of any co-sponsoring organization and the personal details of its representative.

**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. 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. However, they must be listed on the IMM 0008. 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. See Paragraph 141(1) (b) of [Immigration and Refugee Protection Regulations](#).

The group representative mentioned in **Section B** will be used as a contact person for the sponsoring group. This person will receive communication regarding the sponsorship process from IRCC. The contact information (e-mail address in particular) should be current to ensure timely exchange of correspondence. The group should

## Sample Case Continued

Ezekiel has received the completed IMM 6000 and required documents from his brother. When submitting the Undertaking, the sponsor must fill out two Undertaking forms - one for Malu and his family and one for Kimbala, because Kimbala is neither his biological son nor his 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 shows how Malu's application form links Kimbala's. 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.*

The mailing address of the refugees should be accurate and updated throughout the application process as the Visa Office will need to contact the refugee applicants during the sponsorship process. If applicable, the group can also provide an alternate address.

Any discrepancy or contradiction in 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.

**Section G** allows sponsors to link multiple Undertakings so that they can be processed at the same time. This is in cases which require separate Undertakings that relate to and/or emanate from the same grounds of persecution, or involve family members (i.e. adult children, siblings, etc.). 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.
	Y M D	
Kimbala Frederic	1 9 9 0   0 2   0 2	
	Y M D	

**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 party to the sponsorship undertakes the legal responsibility to uphold the obligations of the sponsoring group that are listed in **Section I** of the Undertaking and the Settlement Plan.

Sponsors are encouraged to give their reasons for sponsoring the applicants. Provide a “Sponsorship Rationale” on a separate sheet of paper and attach it to the Undertaking. Also helpful is explaining 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. This information is optional, but highly recommended.

## 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 includes an organization profile as well as a financial assessment portion. The financial assessment allows ROC-O to assess whether your group will be able to provide the appropriate financial support. All organizations participating in the sponsorship (including co-sponsor organizations) must complete these forms.

The organization profile contains information pertaining to the organization’s structure, purpose, leadership and membership. It also provides information related to the type of activities the organization is involved in, including any refugee or humanitarian activities, as well as income sources and capacity to manage debt. From this, IRCC determines how stable and solvent the organization is.

## Sample Case Continued

Figure 3 provides the organization profile for the Francophone Centre.

Ezekiel and the Francophone Centre are sharing the settlement responsibilities. Figure 4 outlines how they 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 totals \$34,800: \$23,000 for Malu, his wife and son and a further \$11,800 for Kimbala. Although the group completes two Sponsorship Undertaking forms, they need fill out only one Settlement Plan if the family plans to 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 support if there are multiple parties working on the sponsorship. In-kind deductions are donations that the group will provide to the refugee in the form of goods, commodities or services. There is a limit to how much a group is allowed 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](#).

By using in-kind deductions a sponsoring group can reduce the amount of financial commitment that they need to show to IRCC. However, if in-kind deductions are above the permitted maximum, the ROC-O will either reduce the amount to the permitted maximum or return the application in where 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
<b>START-UP COSTS</b>					
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
<b>MONTHLY EXPENDITURES</b>					
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
				<b>Total In-Kind Deduction:</b>	<b>\$</b>
<b>SETTLEMENT ASSISTANCE</b>					
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)

Section C outlines settlement responsibilities. Each one is fully explained in the Instruction Guide, which should be referred to before completing the plan.

The Settlement Plan should identify a number of volunteers who will fully support the newcomer upon arrival. Additionally, when the group assigns settlement tasks to members, they should use reasonable judgment to ensure that responsibilities are fairly distributed among group members. The group should assign at least one person to each responsibility. Consider each group member's availability and abilities when assigning tasks.

Sponsors should anticipate the unexpected and have a contingency plan. This means 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 insufficient.

## 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. <b>(Applicable only where cosponsors have signed the Undertaking)</b> 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 capacity to sponsor the refugee(s). The financial commitment of the group plus the value of in-kind deductions should be equal to or greater than the total cost of sponsorship, as outlined by IRCC 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

<b>Financial Commitment</b>		<b>FOR CIC USE ONLY</b>	
Community Sponsor's Commitment	\$ 17000.00	<b>Financial Requirement</b>	
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. _____	+ \$ _____	<b>Final Cost of Sponsorship = \$</b>	<b>17000.00</b>
<b>Total Financial Commitment</b>	<b>= \$ 17000.00</b>		

## Sample Case Continued

Figure 5: The group sponsoring the Frederic family is contributing \$17,000 in cash and in-kind donations valued at \$17,800, for a total of \$34,800. 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, bringing the total necessary contribution to \$34,800. This is the amount required by IRCC.

## 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 the 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. Sponsoring groups must specify their type of sponsorship group at the top of the first page before completing the form.

## Use of Representative IMM 5476 (optional)

IRCC 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

Immigration, Refugees and Citizenship Canada Citizenship (IRCC) 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.

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

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 ROC-O together with the sponsor's forms.

Refugee  
Sponsorship  
Training  
Program

Refugee Sponsorship Training Program  
Tel: 416.290.1700, 1.877.290.1701  
Fax: 416.290.1710  
E-mail: [info@rstp.ca](mailto:info@rstp.ca), Website: [www.rstp.ca](http://www.rstp.ca)



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