

# Community Services Recovery Fund



## CSRF - Community Services Recovery Fund Program

### National Stream Application – For Reference

Application Period Closes 21 February 2023 5:00 PM PST

*This document is for reference purposes only*

As you look to put together an application for the Community Services Recovery Fund Program, this document can be used to serve as a guide as to what the application process, as well as requested documents, may look like.

If you are unable to apply using our online application form found [here](#), please contact [CSRFgrants@redcross.ca](mailto:CSRFgrants@redcross.ca) for support.

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### Helpful Resources for applicants

The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for recovery from the COVID-19 pandemic. Now more than ever, charities and non-profits are playing a key role in addressing persistent and complex social problems faced by all communities. The Community Services Recovery Fund responds to what charities and non-profits need right now and supports organizations as they adapt to the long-term impacts of the pandemic.

#### **BEFORE YOU APPLY**

You are currently applying to the National / Provincial / Territorial Stream. To apply through the National / Provincial / Territorial Stream you must be:

- A Community Service Organization that serves the whole country or one or more provinces / territories

If you do not fall into this category, please visit [www.communityservicesrecoveryfund.ca](http://www.communityservicesrecoveryfund.ca) to determine the most appropriate portal to apply to.

**Projects funded through the Community Services Recovery Fund will start on May 1, 2023 and must be completed by June 30, 2024.**

#### More information about the Community Services Recovery Fund

There are three main goals of the Community Services Recovery Fund:

- Strengthen organizations' ways of working to build back stronger while considering new approaches,
- Adaptation to ensure organizations' processes are flexible and agile to quickly prepare for new conditions, and
- Resiliency to anticipate, withstand, respond to and recover from future disruptions and crises.

The Community Services Recovery Fund is a unique opportunity for community service organizations to focus inwards, consider the impact of the COVID-19 pandemic on their organization, and build their capacity to continue to respond to community recovery needs.

This Fund is **not** intended to support service delivery projects.

The Community Services Recovery Fund is being administered by three National Funders (the Canadian Red Cross, Community Foundations of Canada and United Way Centraide Canada). Each Funder is responsible for a different Project Focus Area.

# Community Services Recovery Fund



Canadian  
Red Cross



COMMUNITY  
FOUNDATIONS  
OF CANADA



United Way  
Centraide  
Canada

## National Stream Application

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### Questions and Contact Information

More information can be found at [www.communityservicesrecoveryfund.ca](http://www.communityservicesrecoveryfund.ca)

You can reach us by email at: [:CSRFgrants@redcross.ca](mailto:CSRFgrants@redcross.ca)

You can reach us by phone at: 1-833-966-4225, Mon-Fri. 8:00 a.m. EST – 8:00 p.m. EST.

FOR REFERENCE



## **PART 1 - CONSENT**

The information collected by the Canadian Red Cross Society ("CRCS") in this Application will be used for the purposes of: (a) evaluating your application to the COMMUNITY SERVICES RECOVERY FUND (the "Program"); (b) assessing and supporting your general expression of need for granting/ financial assistance; (c) providing and continually improving such services; (d) CRCS research and advocacy activities; and (e) communicating with you. The information you provide may also be disclosed in full or part to government agencies, including the Government of Canada, service providers, other Program national funders or third parties as required to validate, confirm, approve and administer your application and funding; for statistical, evaluation, monitoring, and research purposes; coordination to avoid duplication; promote and/or advertise the Program; or as otherwise required by our contract with the Government of Canada, law, or regulation. You understand and acknowledge that information disclosed to government authorities and other third parties ceases to be under the control of the CRCS, and that such information will be handled in accordance with the laws and policies applicable to such third parties and may be used and disclosed by such third parties for their own purposes (which may differ from the purposes described above). You acknowledge that CRCS is not responsible or liable for the acts or omissions of government authorities or other third parties that are not acting as agents or service providers to the CRCS. While the CRCS does not collect any personal information as part of this Program, if you do inadvertently disclose personal information in your Application, it will be handled in accordance with the CRCS's privacy policy at <http://www.redcross.ca/privacy-policy>. For more information about the CRCS' practices regarding personal information, you can contact us at [privacy@redcross.ca](mailto:privacy@redcross.ca). The CRCS uses the SurveyMonkey Apply platform to administer the Program. Please note that information transmitted online is never entirely secure, and we invite you to review Survey Monkey's security policy at <https://www.surveymonkey.com/mp/legal/security/>. Lastly, the name of your organization, the funding received, and the nature of the activities being funded may be posted on the CRCS website. Accordingly, such information will be publicly available. By completing this application, you are formally declaring that: All information provided in your application is accurate and truthful, and you are giving your consent to the CRCS to collect, use and disclose your information in the manner previously described. Making any false, inaccurate, or misleading statements could be considered fraud. The CRCS reserves the right to request further substantiating documentation. You consent to the sharing of information as set out above and consent to the Government of Canada contacting your authorized representative(s) for the purposes of conducting an evaluation of the Program. Please indicate your acceptance of these terms by signing below.

I agree

SIGNATURE

PRINT NAME



## PART 2 – ORGANIZATIONAL INFORMATION

### Legal Name of Organization

**Common Name of Organization** *if different from legal name of organization*

### Organization Status

- Registered Charity
- Other qualified donee
- Incorporated non-profit
- Unincorporated non-profit
- Indigenous Governing Body

**CRA T3010A URL.** Provide a direct link to your organization's CRA T3010A. Example: Registered charities or qualified donees have a webpage on the CRA website.

### Is your organization registered federally or provincially/territorially?

- Federally
- Provincially/Territorially
- None of the above

**Organization Registration Number** *Please enter the registration, incorporation, band number, or society number of the organization:*

### Is your organization currently in good standing with the Canada Revenue Agency, your provincial registry, or applicable regulatory body?

- Yes
- No

### Primary Contact Details

First Name  
Last Name  
Role/Title  
Phone  
Email



**Address of Organization**

Full street address  
(including any suite/unit)  
City/Municipality  
Province/Territory  
Postal Code  
PO Box (optional)

**In which what language does your organization prefer to receive communications?**

- English
- French

**Website and Social Media of Organization**

*Let us know where to find more information about your organization and your activities.*

Website  
Facebook  
Instagram  
Twitter

**Mission/Mandate of Organization**

**Sub-sector**

*Select one of the options from the International Classification of Non-profits (ICPNO) that best describes your organization's sub-sector.*

- Arts and culture
- Development and housing
- Education and research
- Environment
- Health
- Law, advocacy and politics
- Philanthropic intermediaries and voluntarism promotion
- Social services
- Sports and recreation
- Faith-based
- None of the above

**Sustainable Development Goal (SDG) alignment**

*Please select the SDG that best aligns with the mission/mandate of your organization.*

- Goal 1: No poverty



- Goal 2: Zero hunger
- Goal 3: Good health and well-being
- Goal 4: Quality education
- Goal 5: Gender equality
- Goal 6: Clean water and sanitation
- Goal 7: Affordable and clean energy
- Goal 8: Decent work and economic growth
- Goal 9: Industry, innovation, and infrastructure
- Goal 10: Reduced inequalities
- Goal 11: Sustainable cities and communities
- Goal 12: Responsible consumption and production
- Goal 13: Climate action
- Goal 14: Life below water
- Goal 15: Life on land
- Goal 16: Peace, justice, and strong institutions
- Goal 17: Partnerships for the goals

**POPULATIONS & LOCATIONS SERVED**

What population is served by your organization? Choose one primary population, one secondary population and all others that apply.

Primary Population (choose one)

- 2SLGBTQIA+
- Black Canadians
- Children (0-15)
- First generation immigrants, refugees or newcomers
- General population
- Indigenous Peoples: First Nations
- Indigenous Peoples: Inuit
- Indigenous Peoples: Métis
- Lone parent families
- Official language minority communities
- Other racialized communities
- People experiencing homelessness or housing insecurities
- People from Northern Canadian communities
- People living on low income
- People living with physical, sensory or pain related disabilities
- People of advanced age (65+)
- People suffering from terminal or chronic illness/diseases
- People without a bachelor's degree or an advanced educational qualification
- Persons living with disabilities
- Survivors of domestic violence, sexual assault, abuse or stalking
- Veterans
- Women



- Youth (15-24)
- None of the above

Secondary Population (choose one)

- 2SLGBTQIA+
- Black Canadians
- Children (0-15)
- First generation immigrants, refugees or newcomers
- General population
- Indigenous Peoples: First Nations
- Indigenous Peoples: Inuit
- Indigenous Peoples: Métis
- Lone parent families
- Official language minority communities
- Other racialized communities
- People experiencing homelessness or housing insecurities
- People from Northern Canadian communities
- People living on low income
- People living with physical, sensory or pain related disabilities
- People of advanced age (65+)
- People suffering from terminal or chronic illness/diseases
- People without a bachelor's degree or an advanced educational qualification
- Persons living with disabilities
- Survivors of domestic violence, sexual assault, abuse or stalking
- Veterans
- Women
- Youth (15-24)
- None of the above

All Others (choose all that apply)

- 2SLGBTQIA+
- Black Canadians
- Children (0-15)
- First generation immigrants, refugees or newcomers
- General population
- Indigenous Peoples: First Nations
- Indigenous Peoples: Inuit
- Indigenous Peoples: Métis
- Lone parent families
- Official language minority communities
- Other racialized communities
- People experiencing homelessness or housing insecurities
- People from Northern Canadian communities





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- People living on low income
- People living with physical, sensory or pain related disabilities
- People of advanced age (65+)
- People suffering from terminal or chronic illness/diseases
- People without a bachelor's degree or an advanced educational qualification
- Persons living with disabilities
- Survivors of domestic violence, sexual assault, abuse or stalking
- Veterans
- Women
- Youth (15-24)
- None of the above

**Location of Operations**

*What provinces and/or territories are served by your organization?*

- All of Canada
- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Quebec
- Saskatchewan
- Yukon

**Localities Served**

*What localities does your organization primarily serve?*

- Indigenous communities and lands.
- Northern Canada (*People living in one of the three territories or in areas above the: 50th parallel in Newfoundland and Labrador, 54th parallel in Quebec or Ontario, 53rd parallel in Manitoba, 54th parallel in Saskatchewan, Alberta, or British Columbia*)
- Large urban centres (*population 100,000 and over*)
- Medium urban centres (*population of between 30,000 and 99,999*)
- Rural communities (*population less than 1,000*)
- Small urban centres (*population of between 1,000 and 29,999*)

**OPERATIONS**

**Date of Operation**



On what date did your organization first begin operating? (YYYY/MM/DD)

**Annual Revenues**

- \$49,999 and under
- \$50,000 - \$149,999
- \$150,000 - \$499,999
- \$500,000 - \$1,499,999
- \$1,500,000 - \$4,999,999
- \$5,000,000 or more

**How many volunteers, including board members, does your Organization currently have?**

**How many full-time staff does your Organization currently have?**

**How many part-time staff does your Organization currently have?**

**GOVERNANCE**

Please provide a list of the individuals on your board of directors or management committee, etc.  
(must be a minimum of 3 people)

Name

Title

Contact information

Name	Title	Contact information

**Does your organization have practices and procedures in place for internal controls and accountability?**

- Yes
- No

**Does your organization have a bank account in the name of the organization and a financial management system to effectively track the income and expense transactions of the organization effectively ?**

- Yes



No

**LEADERSHIP AND DIVERSITY, EQUITY AND INCLUSION**

**Nothing about us, without us. Describe how your organization actively brings an equity lens to all aspects of its work using the principle of ‘nothing about us without us’**

*This principle recognizes that individuals with lived experience know what is best for themselves and their community and that their participation is integral to the success of the program. When the principle is used, the organization’s work is guided by the needs and aspirations of the people being served. Those people served are provided meaningful opportunities for participation in project planning, leadership, evaluation, and promotion.*

**Does your organization consider itself to be led by one or more of the following equity-deserving group(s)?**

*The applicant organization may consider itself to be an organization led by one or more equity-deserving group(s) if members of these groups influence the organization’s mission, strategic direction, investment decisions, key activities and project decisions. Typically, this would include influential positions on the board of directors or senior management.*

- 2SLGBTQIA+
- Black Canadians
- First generation immigrants, refugees or newcomers
- Indigenous Peoples: First Nations
- Indigenous Peoples: Inuit
- Indigenous Peoples: Métis
- Official language minority communities
- Other racialized communities
- People from Northern Canadian communities
- People of advanced age (65+)
- Persons living with disabilities
- Women
- Youth (15-24)
- Our organizational leadership does not include members of equity-deserving community
- Don’t wish to respond
- Do not collect this information

**HOW DID YOU HEAR ABOUT THE COMMUNITY SERVICES RECOVERY FUND?**

How did you hear about this program?

- CSRF program landing page
- Government of Canada
- Canadian Red Cross website
- Community Foundations of Canada website
- United Way Centraide Canada website
- News media

# Community Services Recovery Fund



Canadian  
Red Cross



COMMUNITY  
FOUNDATIONS  
OF CANADA



United Way  
Centraide  
Canada

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- Social media
- Word of mouth / networks
- Other, please specify...

FOR REFERENCE

## PART 3 – FINANCIAL DOCUMENTS

Select your organization type

- Registered Charity/Other Qualified Donee (SEE SECTION A BELOW)
- Non-Profit Organization (SEE SECTION B BELOW)

### SECTION A

#### Required Documentation for Registered Charities and Other Qualified Donees

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Last annual report, donor report, annual general meeting report or reporting to stakeholders on activities (such as a newsletter) (Required) |
| <input type="checkbox"/> | Most recent financial statement  |
| <input type="checkbox"/> | Any other information/documentation you would like us to consider? (Optional)  |

NOTE: Ensure your statements are complete, meaning that they are:

- Signed and dated by the accountant and accounting firm or approved by your Board of Directors or management committee. We cannot accept draft statements.
- Submitted on the accountant's or accounting firm's letterhead for all externally prepared statements.
- Consolidated for organizations with branches, chapters, subsidiary organizations, or any controlled entities.

### SECTION B

#### Required Documentation for Registered Non-Profits

**Governance documents**, preferably including your local or federal registration number, such as:

- Incorporation documentation, if incorporated (i.e., Articles or Letters Patent)
- Provincial Registry document
- Trust Deed, if a trust

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Incorporation documentation, if incorporated (i.e., Articles or Letters Patent) |
| <input type="checkbox"/> | Provincial Registry document  |
| <input type="checkbox"/> | Trust Deed, if a trust  |

**Most recent tax filings** (2020 or 2021):

- T2 return or T2 Short Form (if incorporated)
- Non-profit organization information return (Form T1044)

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Tax filings 1 (Required)                   |
| <input type="checkbox"/> | Tax filings 2 (Optional)                   |
| <input type="checkbox"/> | Most recent financial statement (Required) |



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<input type="checkbox"/>	Last annual report, donor report, annual general meeting report, or reporting to stakeholders on activities (such as newsletter)
<input type="checkbox"/>	Any other information/documentation you would like us to consider.
	<p>NOTE: Ensure your statements are complete, meaning that they are:</p> <ul style="list-style-type: none"><li>• Signed and dated by the accountant and accounting firm or approved by your Board of Directors or management committee. We cannot accept draft statements.</li><li>• Submitted on the accountant's or accounting firm's letterhead for all externally prepared statements.</li><li>• Consolidated for organizations with branches, chapters, subsidiary organizations, or any controlled entities.</li></ul>

**Please scan the relevant documents and include with your completed application.**

FOR REFERENCE



## PART 4 – PROJECT DETAILS

### PROJECT SUMMARY

#### Project Title

Share the title of your project

#### Project Description

Describe your project in two sentences. The first sentence should describe what the project will do. The second sentence should describe how the project will support your organization to modernize and/or adapt.

#### Impact of the COVID-19 pandemic on your organization

Describe how your organization, staff and volunteers and/or programs/services have been impacted by the COVID-19 pandemic

#### Collaboration

If this project is a collaboration, list all organizations involved

#### Project Focus

Which of the following is the primary focus of your project?

- Project Type A: Investing in people
- Project Type B: Investing in organization and systems
- Project Type C: Investing in programs and services

#### Project Type

- Adapting or pivoting existing programs/services
- Creating new programs/services
- Investment in equipment, IT/digital infrastructure, and physical space
- Digital transformation and data capacity
- Restructuring the organization / governance
- Developing/redesigning organizational strategies
- Developing/redesigning organizational policies
- Developing partnerships or mergers







## PART 5 – PROJECT BUDGET FORM

### PROJECT BUDGET

Detail your project’s overall budget in the table provided

When you are working on your budget, please note that:

- All expenditures must occur between May 1, 2023 and June 30, 2024.
- If funded, you will be required to report on actual expenditures of the project and to submit documentation to support your costs.
- The Eligible Costing Guidelines explain in detail the types of costs that can be funded, the types of costs that cannot be funded and tips for completing your budget.
- Refer to the Example Budget to help you as you fill out the table with your budget.

When you are filling out your budget below, please put \$0 in boxes where you are not requesting any funds, and n/a in the associated description box. At the bottom of this section, you will find a summary of your budget that will update as you fill in each budget category so you can see your total budget.

#### Personnel – Wages & Employment Related Costs

Category	Amount
Personnel - Wages & Employment Related Costs	\$

Describe the roles that are directly contributing to the delivery of your project, including the time expectation and the total amount budgeted for each role.

#### Contractors - Fees for Professional Services

Category	Amount
Contractors - Fees for Professional Services	\$

List the consultants or external service providers that you will contract to help you deliver your project, including the service or deliverables they will be providing, the time commitment (if applicable), and the total cost.

#### Materials and supplies

Category	Amount
Materials and supplies	\$

Explain the consumable materials and supplies that you will purchase to support the delivery of your project.



<b>Project Equipment</b>	
<b>Category</b>	<b>Amount</b>
Project Equipment	\$
<p>List the non-consumable equipment that you will purchase to support the delivery of your project. Note that you will be required to maintain an Asset Listing of project equipment and other capital assets purchased for the project.</p>	
<b>Travel Expenses</b>	
<b>Category</b>	<b>Amount</b>
Travel Expenses	\$
<p>Describe the travel that will occur to support the delivery of your project. Please be mindful of the mileage and per diem rates set for your province by the National Joint Council travel directive. The Canadian Red Cross is not able to approve mileage or per diem rates in excess of these. See the Eligible Costing Guidelines for more details.</p>	
<b>Training and Events</b>	
<b>Category</b>	<b>Amount</b>
Training and Events	\$
<p>Describe the training or events that you will hold / undertake to support the delivery of your project.</p>	
<b>Summary of Budget Categories</b>	
<p>The table below is populated based on what you have entered above. If you need to make adjustments, please do so in the tables above and ensure you adjust your descriptions to match.</p>	
<b>Category</b>	<b>Total Funds Requested</b>
Personnel- Wages & Employment Related Costs	\$
Contractors - Fees for Professional Services	\$
Materials and Supplies	\$
Project Equipment	\$
Travel Expenses	\$



Training and Events	\$
<b>Total Direct Costs</b>	\$
<p><b>Administrative Costs</b> Administrative costs are the indirect, overhead or management costs that an organization incurs to deliver a project. Administrative costs are calculated automatically at 12% of the project budget.</p>	
<b>Total Funds Requested</b>	
Total Budget Categories	\$
Administrative Costs	\$
Total Budget Requested	\$
<p><b>Total Budget</b> Important: Please refer to the Applicant Guide for maximum funding thresholds for Tier 1 and Tier 2.</p> <p>\$</p>	
<p><b>Other Funding</b> Do you have other funding sources for this project? Organizations are eligible to have co-funding but it cannot be duplicative funding for the same project expenses and activities listed in this application.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Provide the total amount and sources of funding.</p>	
<p><b>Can your project be completed if not funded to the full amount?</b> Select 'yes' if your project can continue if you are not approved to the full amount requested</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<p><b>TIER 2 FUNDING REQUESTS</b> See the Applicant Guide for specific criteria and details related to Tier 2 funding requests</p> <p>Are you requesting between \$200,001 - \$500,000 in the <b>National stream</b> and does your organization meet the specific criteria?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<p><b>Describe the progress of your project to date.</b></p>	



For Tier 2, projects must be in the implementation and/or stabilization phase, meaning the work has progressed past planning and is already underway.

**Identify how your project is being carried out**

Choose one of the following three:

- Two or more community service organizations (CSO) partnering or collaborating whereby the CSOs involved will directly benefit directly from the results.
- A national, provincial, or territorial CSO with regional and local service branches or divisions whereby the regional and local service branches will directly benefit directly from the results.
- A CSO structured as a national community service federation or representative association whereby the member organizations will directly benefit from the results.

**How will the organizations involved in the project directly benefit from the results?**

FOR REFERENCE



## **PART 6 – CSRF NATIONAL GRANT AGREEMENT**

**Please carefully review the Grant Agreement and sign where indicated. If you are selected for funding, you will receive a copy of this Agreement with a completed Schedule A**

FOR REFERENCE



**THE CANADIAN RED CROSS SOCIETY - GRANTING AGREEMENT**  
*Community Services Recovery Fund*  
(the “Agreement”)

**THE CANADIAN RED CROSS SOCIETY**  
a registered charity incorporated under the federal laws of Canada,  
having its head office in the city of Ottawa, in the Province of Ontario  
(hereinafter referred to as the “CRCS”)  
and

The Grantee identified as the “Legal Name of Organization” on the attached document titled “Community Services Recovery Fund Application Form” (hereinafter referred to as the “Grantee”)

(The CRCS and the Grantee are collectively hereinafter referred to as the “Parties”; and individually as, a “Party”)

**WHEREAS** with funding from the Government of Canada, the CRCS is making grants available to assist community service organizations to strengthen their ways of working, adapt their ways of working, and build their resiliency as they support communities in recovering from the COVID-19 pandemic.

**AND WHEREAS** additional provisions applicable to the Project are further clarified in the Terms and Conditions for the Community Services Recovery Fund available attached hereto as Schedule “B” (hereafter the “Terms and Conditions”).

**AND WHEREAS** the Parties wish to clarify the roles, responsibilities, liabilities, accountability, communications and other related issues between the Parties;

**NOW THEREFORE**, the Parties agree as follows:

**1. FUNDS**

- 1.1 The CRCS agrees to provide funding to the Grantee (the “Funds”) in accordance with the Budget (as defined in Section 5 of Schedule “A” – “Project Details” below) approved by the CRCS and appended to this Agreement upon application approval in Schedule “A” – “Project Details”, (the “Project”). The total amount of monies provided will be based on real and actual costs incurred and activities completed.
- 1.2 The total amount provided to the Grantee for the Project will depend on the actual costs incurred. If the real and actual costs incurred on the Project are less than the Budget, the amount transferred in the final payment will be adjusted accordingly (or if an amount greater than costs incurred is already transferred, it would need to be reimbursed).
- 1.3 Funds must be used for real costs, actually incurred after the Eligible Costing Date (as defined in Section 3.2 of Schedule “A” - “Project Details”) that align to the eligible costing guidelines appended in Schedule D.



1.4 The Grantee represents and warrants that it has disclosed to the CRCS all sources of other funding, including cash and/or in-kind contributions from all levels of government, for any activities within the scope the Project. Funding from federal, territorial, and municipal government sources is limited to 100% of the total Budget under the Project.

1.5 All costs must be directly related to the Project. Variances of up to 10% between Budget Categories (as further described in Section 5.1 of Schedule “A” - “Project Details”) are permissible without further approval, provided that the expenditure relates to pre-approved costs and activities in the Budget Category.

## 2. **TERM**

2.1 The Project timelines, including the Project term, and activity end date, will be communicated by CRCS and appended to this Agreement upon application approval in Schedule “A” – “Project Details”.

## 3. **PAYMENT TERMS**

3.1 The Payment terms will be communicated by CRCS and appended to this Agreement upon application approval in Schedule “A” – “Project Details”.

3.2 Notwithstanding any other provision of this Agreement, the total funds available to be paid under this Agreement are subject to there being an appropriation of funds by the Parliament of Canada and are also subject to being amended or terminated in the event that federal program levels are amended or terminated for any fiscal year in which a payment is to be made under this Agreement. In such a circumstance, the CRCS reserves the right to adjust the total amount of Funds and/or terminate the Agreement in accordance with the termination provisions set out in Section 11 of Schedule “B” - “Terms & Conditions”.

## 4. **REPORTING**

4.1 **Interim Report.** An interim report will be submitted in accordance with the reporting timelines communicated by CRCS and appended to this Agreement upon application approval in Schedule “A” – “Project Details”. The interim report will generally include at minimum progress against project activities towards project purpose in the format provided by CRCS. Reporting shall include a narrative report and a financial report on budget vs. actual spending to the end of the reporting period. A template will be provided by CRCS for the report and will be accessed through SM Apply at <https://redcross.smapply.ca>.

4.2 **Final Report.** A final report shall be submitted in accordance with the reporting timelines communicated by CRCS and appended to this Agreement upon application approval in Schedule “A” – “Project Details” in order to release the final payment holdback (as set forth in Section 6.1 of Schedule “A” - “Project Details”) in the approved format. Reporting shall include at minimum an update on progress against project activities toward project purpose and a financial report on budget vs. actual



spending to the end of the reporting period. A template will be provided by CRCS for the report and will be accessed through SM Apply at <https://redcross.smapply.ca>.

- 4.3 Generally reporting shall include reporting back against the purpose statement set out in Schedule “A” - “Project Details”, and the activities undertaken outlined in Schedule “A” – “Project Details”. Reports may include supporting financial documentation as requested by CRCS. In addition, Grantees should keep copies of supporting financial documentation consistent with the Eligible Costing Guidelines even if not provided to CRCS, as these may be requested to support CRCS review of reports or in case of audit.
- 4.4 If you have any concerns or challenges during implementation, or to have variances above 10% approved, please do not hesitate to reach out to us at [CSRFG grants@redcross.ca](mailto:CSRFG grants@redcross.ca).

*Please note that if your organization undertakes the collection, use or disclosure of personal information, for the purpose of health screening or otherwise, you should ensure full compliance with all applicable privacy legislation. Further, and if as a result of COVID-19, your organization will undertake health screening of your staff or members of the public, please ensure that you have consulted, and are in compliance with all relevant guidance from your local public health authority.*

**IN WITNESS WHEREOF** the Parties have caused this Agreement to be signed and delivered by its duly authorized representative on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Signature:    Name: Title:	<b>THE CANADIAN RED CROSS SOCIETY</b>  Signature:   Name: Title:
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## FORM OF SCHEDULE “A” PROJECT DETAILS

This Schedule “A” is entered into pursuant to and forms part of the Granting Agreement entered into between the Parties dated [DATE].

### 1. GRANTEE

- 1.1. As indicated in the Community Services Recovery Fund Application and confirmed by CRCS, the Grantee is hereto confirmed as: [LEGAL NAME OF ORG] [headquarters legal address, postal code], a [registered charity, non-profit organization, other type of QD, Indigenous governing body] (Registration No./Business No.), having its head office in the City of [CITY], in the Province / Territory of [PROVINCE/TERRITORY].

### 2. PROJECT

- 2.1. The Grantee shall undertake a Project titled: [ENGLISH PROJECT TITLE/FRENCH PROJECT TITLE].
- 2.2. The purpose of this Project is to [write a clear purpose statement and briefly describe the project. Include who, what, where, when, why and how]. The purpose is to be achieved by carrying out the activities set out in Section 4, below.

### 3. PROJECT TIMELINE

- 3.1. The Agreement shall commence on the date the last Party signs the Community Services Recovery Fund Application (the “**Effective Date**”) and shall continue until [PROJECT END DATE], unless terminated early in accordance with the Termination provisions in Section 11 of the Terms and Conditions (the “**Term**”).
- 3.2. The Project timelines are as follows.

#### **Project timelines**

“ <b>Eligible Cost Date</b> ”: The Funds shall only be used for activities carried out after this date.	May 1, 2023
“ <b>Activity Start Date</b> ”: When activities for the project are scheduled to commence.	May 1, 2023
“ <b>Activity End Date</b> ”: The Project shall be completed by this date.	On the earlier of: (i) June 30, 2024; or (ii) when Project activities are completed.

### 4. PROJECT ACTIVITIES

- 4.1. The Project activities are as follows:



Activities
• ..
• ..
• ..
• ..

5. **FUNDS**

5.1. The CRCS agrees to provide Funds for up to CDN \$total.00 in accordance with the Budget below. The total amount of monies provided will be based on real and actual costs incurred and activities completed.

Budget Category	Description	Total Funded Amount
Personnel – Wages and Employment Related Costs	details	\$0.00
Contractors – Fees for Professional Services	details	\$0.00
Materials & Supplies	details	\$0.00
Project Equipment	details	\$0.00
Travel Expenses	details	\$0.00
Training & Events	details	\$0.00
Administration	n/a	\$ calculate X% of the subtotal
<b>TOTAL BUDGET</b>		<b>\$Total, including admin</b>

*\* In addition, Grantees should keep copies of supporting financial documentation consistent with the Eligible Costing Guidelines and Section 12 of Schedule “B” - “Terms and Conditions” even if not provided to CRCS as part of reporting.*

6. **PAYMENT TERMS**

6.1. **Advance Payment.** Upon signature of this Agreement, the CRCS shall transfer up to CDN \$\_\_\_\_\_ (representing X% of the total Funds) to the Grantee.



6.2. **Final Payment.** Final payment will be held back until the Final report for all activities and costs is received and approved. After the CRCS approves the Final report, it shall transfer the final amount owing based on real and actual costs incurred, which shall be the final balance of **up to** CDN. \$\_\_\_\_\_ (representing approximately X% of the total Funds, adjusted to reflect real and actual spending) to the Grantee.

7. **REPORTING SCHEDULE**

7.1. The Grantee shall provide written reports to the CRCS in accordance with the following schedule:

<b>TYPE OF REPORT</b>	<b>START DATE REPORTING PERIOD</b>	<b>END DATE REPORTING PERIOD</b>	<b>DUE DATE FOR REPORT TO BE SUBMITTED TO CRCS</b>
Interim report	May 1, 2023	October 31, 2023	December 1, 2023
Final report	November 1, 2024	June 30, 2024	July 31, 2024

For Reference Purposes Only



## SCHEDULE "B" TERMS AND CONDITIONS

**By signing the Agreement, the Grantee hereby agrees to the following terms and conditions:**

**1. Definitions.** Capitalized terms not defined in the Agreement have the definitions set out in the Community Services Recovery Fund Applicant Guide (the "**Applicant Guide**").

**2. Fundamental Principles.** When undertaking activities pursuant to this Agreement, all Parties shall consider and be guided by the [Fundamental Principles](#) of the International Red Cross and Red Crescent Movement.

**3. Entire Agreement.** This Agreement includes: (i) the present Agreement; (ii) these Terms and Conditions; (iii) any schedules agreed upon by the Parties from time to time; (iv) the Applicant Guide; and (v) the Eligible Costing Guidelines. In the event of a conflict or inconsistency between these documents, the order of precedence shall be the following: (a) the Agreement and these Terms and Conditions; and (b) The Applicant Guide.

**4. Payment.** Any payments by the CRCS to the Grantee can only be used by the Grantee for Project expenses incurred within the Eligible Costing Dates, and cannot be used for any ineligible activities as set out in the Applicant Guide. Payment of any funding under this Agreement is subject to the availability of funds and may be cancelled or reduced in the event that the Government of Canada cancels or reduces its funding to the CRCS. The CRCS may advance funds to the Grantee prior to the commencement of the Project. This amount will be considered an advance against fees and expenses incurred by the Grantee and will be accounted for in any reporting by the Grantee on the Project.

**5. Repayment.** The Grantee shall repay to the CRCS the amount of any funds provided to which it is not entitled, including the amounts of any payments: (i) made in error; (ii) made for costs in excess of the amount actually and properly incurred for those costs; or (iii) that were used for costs that were not eligible under this Agreement (including the Applicant Guide) or that were not in alignment with the Eligible Costing Guidelines. Such amounts shall be promptly repaid to the CRCS, upon receipt of notice to do so and within the period specified in the notice, together with interest.

**6. Assets and Inventory.** For the purpose of this Section, "**Capital Asset**" shall mean any single item, or a collection of items which form one identifiable functional unit, that is not physically incorporated into another product or not consumed by

the end of the Project. In the event that the CRCS provides a Capital Asset to the Grantee, or the Grantee uses Project funds to purchase Capital Asset that has a purchase or lease value of more than \$5,000 (before taxes), such Capital Asset shall be owned by the project and only used for this purpose until the end of the project. The Grantee confirms and agrees that all Capital Asset and inventory purchased will be used for exclusively humanitarian purposes and not for private benefit. If this Agreement is terminated before the completion of the project unless otherwise agreed to in writing, such Capital Asset (or the then fair market value of same) shall be returned to the CRCS or otherwise disposed of as directed by the CRCS. Upon successful completion of the project the Grantee may retain the Capital Asset or dispose of it as directed and/or agreed upon by the CRCS. The Capital Asset and inventory listings must be made available by the Grantee to the CRCS upon request.

**7. Progress Reports and Payments.** Payment and reporting expectations are set out in the Agreement. Installment payments contemplated in the Agreement will be based on confirmation by the Grantee (a) of reasonable progress on the Project, and (b) that any resources or funds previously provided by the CRCS have been applied to the Project appropriately. If the Grantee is not abiding by the terms of this Agreement, then the CRCS, in its sole discretion, may reduce installment payment amounts, or withdraw or withhold funds or other resources. The Grantee shall immediately notify the CRCS regarding any changes to its eligibility for funding from the CRCS as set out in the Applicant Guide.

**8. Relationship.** Nothing in this Agreement shall constitute or be construed to create a partnership, agency, joint venture, or an employment relationship as between the Parties and neither Party shall hold itself out as partner, agent, joint venturer, or employee of the other or any other type of relationship that renders one Party liable for the debts or obligations of the other Party except as specifically provided for in this Agreement. Nothing in this Agreement creates any undertaking, commitment, or obligation by the CRCS respecting additional or future funding of the Project beyond the Term, or that exceeds the maximum contribution specified in this Agreement. In addition, nothing in this Agreement creates nor is to be interpreted, construed, or held out as creating any role, responsibility, obligation, or interest for or in the Government of Canada.



**9. Insurance.** Without in any way limiting the liability of the Grantee under this Agreement it shall be the sole responsibility of the Grantee to maintain and keep in force and effect during the term of this Agreement sufficient insurance against liability resulting from anything done or omitted by the Grantee in carrying out the activities under this Agreement, for such coverage limits as a reasonably prudent Party carrying out the same or similar activities might obtain.

**10. Confidentiality.** Each Party acknowledges that, during the Term of this Agreement, it may be required from time to time to disclose to the other Party certain confidential and proprietary materials, information and data relating to that Party's activities (all of which is referred to as "**Confidential Information**"). Each Party acknowledges that the other's Confidential Information, other than that which is publicly known, is confidential and proprietary information. The Parties shall not, during the term of this Agreement or thereafter, use, disclose, divulge, or make available each other's Confidential Information to any third party either directly or indirectly in any manner whatsoever without the prior written consent of the other Party. Notwithstanding anything to the foregoing, the CRCS may share Confidential Information with its advisors and the Government of Canada as required. The Grantee acknowledges that the Government of Canada is subject to the *Access to Information Act, RSC 1985, Chapter A-1*, and information obtained by the Government of Canada pertaining to this Agreement may be disclosed by the Government of Canada to the public upon request under the *Access to Information Act*.

**11. Termination.** The CRCS shall have the right to terminate this Agreement at any time and for any reason on ten (10) days' written notice to the Grantee. In the event of improper use of the funds by the Grantee under, or a material breach by the Grantee of, any term of this Agreement, as determined by the CRCS, the CRCS may terminate this Agreement effective immediately upon delivery of written notice of termination to the Grantee. In the event of termination, the Grantee will forthwith refund to the CRCS any monies advanced by the CRCS and not expended in accordance with the terms of this Agreement and the CRCS will have no further obligations under the Agreement.

**12. Books and Records and Reporting.** Each party shall maintain full and complete books and records of the Project. The CRCS, the Government of Canada, and/or Auditor General of Canada reserves the right to audit the Grantee and the Grantee shall provide reasonable access to its books and records for this purpose for a period of seven years following completion of the Project. The Grantee shall provide full and complete reports, including invoices, receipts, vouchers, payment records, results

achieved or any discrepancies thereof, on the Project to the CRCS, the Government of Canada, and/or the Auditor General of Canada in the form required by the CRCS, the Government of Canada, and/or the Auditor General of Canada. In addition to the foregoing, the Grantee will cooperate with any inquiry into the use of the funds by the CRCS, the Government of Canada and/or the Auditor General of Canada and their agents or representatives and grant access to its documents, records, and premises as required for such inquiry. The Grantee understands that any concerns may be discussed by the Government of Canada and/or Auditor General of Canada with the CRCS and/or the Grantee and that the results may be reported to Parliament.

**13. Segregation of Funds.** The Grantee shall keep all funds received from the CRCS segregated and apart from other funds of the Grantee, either in its accounting system or in a separate bank account, so that the funds of the CRCS are separately identifiable.

**14. Monitoring and Evaluation.** The Grantee will be responsible for the routine management and monitoring of the Project. The Grantee shall permit the CRCS or the Government of Canada to enter any premises used by the Grantee in connection with the Project at reasonable times and upon reasonable notice, in order to observe and evaluate the activities and inspect all records relating to the Project. The Grantee consents to the provision of contact information of members of the board of directors and/or management of the organization so that they can participate in a survey, interview, case study or other data collection exercise initiated by the Government of Canada.

**15. Amendment.** This Agreement may be amended upon mutual written agreement of the Parties. Notwithstanding the foregoing, the CRCS may amend the Agreement by providing ten days' written notice to the Grantee.

**16. Assignment or Subcontracting.** Neither party may assign, pledge, mortgage or otherwise encumber any of its rights under this Agreement without the prior consent of the other.

**17. Contractual Commitments with Third Parties.** The CRCS shall not be held liable for any contractual commitments entered into by the Grantee with any third party for the performance of the Project.

**18. Compliance with Laws and Governing Laws.** Each of the Parties agree to comply with all laws, ordinances, rules, and regulations of any government or administrative agency, federal, provincial, state, or local that affect the Project. The Grantee shall obtain, prior to the commencement of the Project, all



permits, licences, consents, and other authorizations that are necessary for carrying out the Project. The Grantee shall ensure that professionals delivering specialized services as part of or related to the Project have the relevant certifications or checks. This Agreement and the rights and obligations and relations of the Parties shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

**19. Dispute Resolution.** In the event a dispute arises out of or in connection with this Agreement, the dispute shall be settled by arbitration before a single arbitrator in Ottawa, Ontario, in accordance with the Arbitration Act, 1991 (Ontario) or as otherwise agreed upon by the Parties to the dispute. All proceedings relating to arbitration shall be kept confidential, and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.

**20. Indemnity.** The Grantee agrees, both during and following the Term, to defend, indemnify, and hold the Government of Canada, CRCS, its directors, officers, members, employees, volunteers, agents and affiliates, and their respective directors, officers, members, employees, volunteers, agents harmless from and against any direct loss, claim, cause of action, suit, injury, expense, damage or liability, including reasonable legal costs, relating to or as a result of: (a) this Agreement or any action taken or things done or maintained by virtue hereof, or the exercise in any manner of rights arising hereunder; (b) the negligence or wilful misconduct of the Grantee in connection with or related to the performance of its obligations pursuant to this Agreement; (c) any misrepresentation made by the Grantee in any application to or communication with the CRCS or made by the Grantee in furtherance of its performance pursuant to this Agreement; or (d) any breach or default by the Grantee of any of its obligations pursuant to this Agreement.

**21. Government of Canada No Responsibility.** The Grantee agrees nothing in this Agreement shall have the effect of, or be interpreted as creating any responsibility, commitment, obligation, or liability for the Government of Canada.

**22. Professional Certifications for Grantee and all Subcontractors.** The Grantee shall ensure all personnel undertaking the Project, including, but not limited to, its own personnel and those of subcontractors and third parties have the proper registration with the appropriate professional governing body/accreditation for personnel.

**23. Procurement.** The Grantee must use a competitive process for the procurement of goods, assets and services for the Project

that enhances access, transparency, competition and fairness and results in best value. The Grantee shall ensure that a reasonable number of suppliers are given an opportunity to bid and should avoid situations where there may be a bias toward awarding a contract for goods, services, or assets for the Project to a specific person or entity.

**24. Intellectual Property.** Any work, including, without limitation, deliverables, reports, data collected and processed, creative assets, course materials, drafts, apps, software tools or edits to the CRCS programs, created by or during the activities using funds contributed by the Government of Canada and provided by CRCS shall be the sole property of CRCS. The Grantee shall, execute all documents, do all other acts necessary and generally assist CRCS to secure and protect its ownership on, and intellectual property rights in and to such work. Additionally, the Grantee: (i) warrants that the works shall not infringe on the copyrights of others; and (ii) shall include an acknowledgement, in a manner satisfactory to the Government of Canada, on any work which is produced by it with funds contributed by the Government of Canada and provided by CRCS under this Agreement, acknowledging that the works were produced with funds contributed by the Government of Canada, and identifying the Grantee as being solely responsible for the content of such work. All materials supplied by CRCS to Grantee in connection with this Agreement, including, without limitation, and as may be applicable, all manuals, reports, data, artwork, graphics, logos, video and other products and documents, are and shall remain the sole property of CRCS (“**CRCS Materials**”). No rights are transferred to Grantee with respect to the CRCS Materials, except to the extent necessary to perform the Project. All materials of Grantee, which may include, without limitation, pre-existing materials, templates, forms, know-how, processes, precedents, software and technologies, created, developed and/or produced outside of the activities and without using the funds contributed by the Government of Canada and provided by CRCS, are and shall remain the sole property of Grantee (“**Grantee Materials**”). No rights are transferred to CRCS with respect to the Grantee Materials, except to the extent necessary for the performance of this Agreement.

**25. Promotion And Advertisement Of The Community Services Recovery Fund And Public Recognition Of Canada’s Financial Support.** The Grantee agrees to abide at all times, by the CRCS’s rules for Promotion And Advertisement of the Community Services Recovery Fund and Public Recognition of Canada’s Financial Support set out in Schedule “C”, which shall survive the termination of this Agreement.





## SCHEDULE "C"

### PROMOTION AND ADVERTISEMENT OF THE COMMUNITY SERVICES RECOVERY FUND AND PUBLIC RECOGNITION OF CANADA'S FINANCIAL SUPPORT

#### 1. Recognition Statement

- 1.1. To recognize the Government of Canada's contribution to the Project, the Grantee must ensure that the following statements are used in any work deliverables produced for or in relation to or as a result of the Project by anyone including the Grantee:
- « [English name of Project] is funded by the Government of Canada under the Community Services Recovery Fund, « [French name of Project] est financé par le gouvernement du Canada sous le Fonds de relance des services communautaires » (the "Text"); or,
  - The wordmark provided by the Government of Canada; or,
  - Any other statement provided by the Government of Canada.

#### 2. Branding Tools

- 2.1. "Branding Tool(s)" includes the Text, all official marks, design marks, word marks, composite marks, symbols and logos of the Project, used by the Government of Canada for the purposes of making the Project publicly recognizable, identifiable with the Project's various activities, programs and services and funding by the Government of Canada as per the Federal Identity Program.
- 2.2. With respect to Branding Tool(s):
- The Government of Canada may at any time notify the CRCS of an additional Branding Tool or Tools that it requires the CRCS and the Grantee to use. The CRCS will notify the Grantee of any such additional requirements. The Branding Tool or Tools must be used in the same way as set out in this Schedule "C" for the use of the Text.
  - The Branding Tool or Tools must not be used instead of the Text.
  - The Branding Tool or Tools must be used in addition to the Text.
  - The Grantee must start using the Branding Tools as of the date specified in the Government of Canada's notice.
  - The Branding Tool or Tools must not be modified from its original form except in sizing.
- 2.3. For all work deliverables made available via the Internet where the Text is used, the Text must link to the website or websites that the CRCS identifies to the Grantee.
- 2.4. For all documents, the Text must be prominently displayed in the masthead or on an acknowledgement page at the front of the document regardless of where other sponsors, supporters or funding parties are acknowledged or recognized. The Text must be at least of equal size, prominence and duration as that accorded to the other sponsor(s), supporter(s) or funding party(ies).

#### 3. Social Media and Materials Made Otherwise Available On the Internet

- 3.1. With respect to public materials:
- The Grantee agrees that the Government of Canada may, for the purposes of advertising and promoting the Project, reproduce, redistribute and otherwise make available to the public or any part of the public work deliverables, that the Grantee may make available via social media or otherwise on the Internet.
  - The Grantee hereby grants to Government of Canada the rights, permissions, consents and releases necessary to permit the Government of Canada to do as set out in subsection a.



- c. The Grantee hereby certifies and warrants to Government of Canada that the Grantee has, or will have at the time the Grantee makes the work deliverables publicly available, all the rights, consents, releases and permissions, necessary to:
  - i. make the work deliverables publicly available; and
  - ii. grant the Government of Canada the permissions, rights, consents and releases to do as set out in subsection a.

#### **4. Media Releases**

- 4.1. A pre-approved quote from the Government of Canada must be included in all releases that refer to funding sources of the Project. The Grantee must contact CRCS for the quote at least twenty (20) business days in advance of issuing the release.
- 4.2. Only for media releases may the Text be split into its French and English parts and the French part must be used on French media releases and the English part on English media releases.

#### **5. Websites and Mobile Applications**

- 5.1. The Text must be displayed on the landing page or home page or, if both exist, on both of any Grantee controlled Website and on any other page or section where other sponsors, supporters or funding parties are identified. The Text must link to the Government of Canada's website.

#### **6. Photographs, Videos, Audio Recordings and Written Accounts**

- 6.1. If the Grantee documents the Project or any activity funded under the Project using photographs, video(s), audio recording(s) or written account(s), the Government of Canada may request to reproduce, distribute and further use any photograph, video, audio recording or written account or part thereof to promote and advertise the Project. If the Grantee agrees to provide to the Government of Canada all permissions, consents, releases and rights considered necessary by the Government of Canada for the Government of Canada to use the photograph, video, audio recording or written account or part thereof for the purposes set out in this section by signing the document provided by Government of Canada for this purpose.
- 6.2. The Government of Canada may, at its discretion, send a photographer, a videographer, or both and any required support staff to document the Project or parts of the Project. In this case, the Grantee must:
  - a. provide access as reasonably required to the Project event or activity sites; and
  - b. facilitate interviews with Grantee staff present at the Project event or activity.

#### **7. Spoken Recognition**

- 7.1. The Grantee must speak the Text during any speaking opportunities at media events or other promotional or advertising activities related to the Project.
- 7.2. The Text must be spoken by either the Grantee or appropriate representative from the organization in attendance at the activity.

#### **8. Electronic billboards, signs and screens**

- 8.1. During any event, the Grantee must display the Text on all billboards, signs, and screens if any other sponsor, supporter or funding party is identified.
- 8.2. The Text must be at least of equal size, prominence and duration as that accorded to the other sponsor(s), supporter(s) or funding party(ies).





## SCHEDULE "D" ELIGIBLE COSTING GUIDELINES



# ELIGIBLE COSTING GUIDELINES

Community Services Recovery Fund

For Reference Purposes Only



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2. Contractors – fees for professional services
3. Materials & Supplies
4. Project Equipment
5. Travel Expenses
6. Training & Events
7. Administrative Costs

For Reference Purposes Only



## Understanding 'Eligible Costs'

**Important:** The Canadian Red Cross can only approve costs that are demonstrated as 'eligible costs' in accordance with these Eligible Costing Guidelines. In addition to reviewing the proposed project budget as part of the application process, the Canadian Red Cross will review the financial reports and supporting documentation of funded projects to ensure eligibility of costs and expenditures.

In order to be considered 'eligible costs' for projects funded by the Canadian Red Cross, expenses must be:

- ✓ Directly attributable to the project
- ✓ In furtherance of project activities and outcomes
- ✓ Reasonable
- ✓ Actually and properly incurred
- ✓ In line with these Eligible Costing Guidelines and the terms of the Agreement

All eligible expenses need to be verifiable, detailed, and supported by proper documentation. Reimbursement by the Canadian Red Cross will be based on actual expenditures incurred, as supported by the relevant source documents (for example, receipts).

## Ineligible Costs across Categories

As a charitable humanitarian organization, there are some costs that the Canadian Red Cross is unable to fund. In addition to the list below, consult the common ineligible costs listed under each Budget Category in the following sections.

The following costs are considered ineligible costs, and therefore not eligible for reimbursement by the Canadian Red Cross:

- Expenses covered by another funding source including other pandemic recovery funds and restricted organizational revenue
- Gift cards, gifts, prizes, and/or incentives for participation
- Costs or expenses for entertainment
- Purchasing land and/or buildings, real estate fees and related costs
- General professional memberships and professional development fees
- Training for personnel not dedicated to the project
- Provision for losses or potential future liabilities
- Contingencies
- Exchange losses
- Interest expenses
- Legal penalties
- Taxes for which an organization is eligible for a tax rebate
- Alcohol or cannabis



- Individual membership fees for private clubs (e.g., golf clubs, gyms)
- Costs associated with profit-making activities

*Note: this list is non-exhaustive. The Canadian Red Cross will review budgets and financial documentation of funded projects to ensure alignment with the principles of these Eligible Costing Guidelines.*

## **Ineligible Activities across Categories**

Ineligible activities include but are not limited to:

- Direct service delivery
- Major capital projects
- Purchase of land and buildings
- Partisan, political or election-related activities
- Publication of books or research
- Projects and activities that generate a profit
- Direct fundraising activities or events
- Projects that benefit only private interests
- Projects that promote a for-profit entity or its products and service.
- Activities that undermine, restrict or infringe on human rights legally protected in Canada
- Sub-granting projects/activities
- Sponsorship, endowment funds, and donations

## **Eligible Costs & Budget Categories**

### **How to use this section**




This section sets the rules and parameters for eligible costs in each of the eight budget categories below:

1. Personnel – wages and employment-related costs
2. Contractors – fees for professional services
3. Materials & Supplies
4. Project Equipment
5. Travel Expenses
6. Training & Events
7. Administrative Costs

To be considered 'eligible costs', costs and expenditure must comply with the parameters set out herein for each budget category, as well as the characteristics of eligible costs listed earlier.



Each Budget Category section below includes:

- An explanation of the purpose of the category
- The **Eligible Costing Rate** for costs in that category
-  **Common eligible costs** in the category
-  **Common ineligible costs** in the category
-  **Supporting documentation** that must be retained over the course of the project. Documentation may be requested by the Canadian Red Cross at any time to substantiate eligibility of costs. Further, all original source documentation for the project must be held on file for a period of 7 years in case of audit.

## 1. Personnel – wages and employment-related costs

This budget category represents the cost of personnel, payroll and other compensation for employees working on activities to achieve the project's outcomes. Salary costs and benefits, or hourly wages for individuals employed to work on activities directly related to the project objectives are eligible expenditures.

Any person working on the project who is covered by the organization's employee policies should be reflected in this cost category.

**Eligible Costing Rate:** Actual sums paid to employees (including permanent, temporary or short-term employees) in accordance with the organization's usual pay scales and practices for personnel required by the organization to carry out the activities of the project. This should reflect the total cost of an employee including vacation pay and benefits, as well as the organization's standard contributions for benefits as required by virtue of a company policy or collective agreement.

### **Common eligible costs**

- **Salary.** Actual and justifiable salaries for personnel required by the organization to carry out the project. If only a percentage of an individual's time is required, this must be reflected in the budget. The total value in the budget includes the following:
  - i. **Direct Salaries:** actual and justifiable sums paid by the organization to employees in accordance with the organization's pay scales as regular salary, excluding overtime pay and bonuses. Rates shall be in accordance with local laws and practices including local market rate of remuneration.
  - ii. **Fringe Benefits:** in accordance with the organization's policies as follows:
    - a. **time-off benefits:** allowable number of days to be paid by the organization for the following payable absences: statutory holidays, annual vacation and sick leave;



b. **paid benefits:** actual sums paid by the organization for paid benefits: the organization's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, pension plans, or other mandatory government benefits.

- **Overtime.** Overtime is permissible in accordance with the organization's human resources procedures provided it is required for implementation of the project and is evidenced by documentation.
- **Honoraria.** Where it is considered a cultural norm, for example for Indigenous Elders, honoraria should be included in this category. The principle of reasonableness applies, and documentation should be kept.

### **Examples of common ineligible costs**

- Bonuses or additional remuneration
- Redundancy costs
- Severance costs

*Note: this list is non-exhaustive.*



### **Examples of supporting documentation** that must be retained:

- Time management/tracking records such as timesheets
- Payroll documentation and/or general ledger showing personnel expenses
- Documentation of honoraria paid
- Other, similar documents

## **2. Contractors – fees for professional services**

This budget category represents the cost of consultants, advisors, and specialized professional service providers who are not personnel of the organization but are required to achieve the project purpose and activities. A professional service provider is an individual with significant training, qualifications, and expertise in a professional, scientific, technical, or managerial field who provides a service to the organization for the project.

Note that contractors are self-employed, and as such do not receive benefits from the organization and are responsible for their own taxes and invoicing against the contract. Further, contractors are expected to have their own equipment, technology, or other materials required for the work.

**Eligible Costing Rate.** The actual fair market cost of contractors' fees under a service contract, supported by a fair and open procurement process or multiple quotes.



- i. **Individual rates or amounts negotiated shall not exceed the fair market value** that applies to the specific type of service in the regular place of work of the contractor or for similar work being performed under this agreement and shall exclude increased rate for overtime. This must be evidenced by an assessment of fair market value (such as multiple quotes or having a fair and open tender).
- ii. **Contractors should be arm's length from the organization and its personnel.** "Arms-length" means there is no connection between the organization or its personnel and the vendor/contractor. A connection could result in a personal interest that would affect the perception of the procurement and tendering process. For example, an organization is "Not arms-length" when the organization is related to the contractor. In the case of a contractor that is a corporation or company, contractor personnel would be "related" to that company or corporation if a) the personnel controls the corporation; b) the personnel is a member of related group that controls the corporation; or c) the personnel is a person who is related to a person who controls the corporation or is a member of a related group that controls the corporation.

### **Examples of common ineligible costs**

- Fees for contractors that are not demonstrably arms-length from the organization and its personnel
- Tender costs to secure services
- Statutory and employee benefits (as professional service providers are contracted, and not employees of the organization)
- Fees that exceed fair market value
- Increased fees for overtime not covered by the contract with the professional

*Note: this list is non-exhaustive.*



### **Examples of supporting documentation** that must be retained:

- Procurement records for tender/RFP/RFQ, due diligence on costing (including justification of fair market value rate), sole sourcing forms if applicable
- Contract with contractors, purchase orders (PO), invoices, and receipts for payment
- Other, similar, documents

## **3. Materials & Supplies**

This budget category represents the **consumable** materials and supplies that are critical for successful delivery of the project. It must be clear how these materials are required and directly linked to project activities.

**Eligible Costing Rate:** Actual and reasonable costs of materials and supplies purchased for the project, supported by source documentation (receipts, invoices, purchase orders, etc.), provided that such costs do not exceed the fair market value that applies to the specific type of materials and supplies. As with other costs, evidence of fair market value and corresponding due diligence must be kept on file with good record keeping practices.



Note that general office supplies are usually accounted for under the Administrative Costs contribution and should not be included here. However, if your project is delivering activities that require additional dedicated consumable materials and supplies for project activities, for example workshop materials, you may include those here.

### **✗ Examples of common ineligible costs**

- Gift cards
- Disbursement of financial assistance or non-material support for individuals/clients (for example, personal rent coverage, utilities, or internet subscriptions)
- Contests, prizes, awards, trophies, plaques, promotional items or similar materials

*Note: this list is non-exhaustive.*



### **Examples of supporting documentation** that must be retained:

- Receipts for purchases
- Procurement records for tender/RFP/RFQ for larger purchases or supplier contracts, and sole sourcing forms if applicable
- Documents supporting justification of fair market value (price or quote comparisons, etc.)
- Due diligence (research and seeking multiple quotes) on fair market value costs (including justification that the supplier chosen offers fair market value compared to other quotes)
- Contract with contractor, purchase orders (PO), invoices, receipts
- Other, similar, documents

## **4. Project Equipment**

This Budget Category is used to itemize actual, real and fair market value for equipment purchased for the project, that is required for the organization to meet the project purpose.

**Eligible Costing Rate.** Actual and reasonable costs of equipment, supported by source documentation (receipts, purchase orders, etc.). As with other costs, evidence of fair market value and corresponding due diligence should be kept on file (for example multiple quotes). Project equipment should be purchased using the organization's procurement policies provided such practices comply with this document and the Agreement.

In order to be an eligible cost, the equipment must be newly acquired during the project term, specifically for the project. Use of existing equipment would represent an indirect cost, which the Administrative Costs category is intended to contribute to.

Organizations are required to retain a listing of equipment purchased which must be readily available on request.





**Note:** “Capital Asset” means any single non-consumable item, or a collection of non-consumable items which form one identifiable functional unit. Any Capital Assets with purchase of or lease value of more than \$5,000 (before taxes) will remain property of the project until the end of the project. After this, the organization will be able to keep the item(s) or dispose of it in a manner decided on with the Canadian Red Cross.

### **Examples of common ineligible costs**

- Equipment, inventory, or technology that is not newly acquired for the project
- Extended warranties for equipment

*Note: This list is non-exhaustive.*



### **Examples of supporting documentation** that must be retained:

- Procurement records for tender/RFP/RFQ, due diligence on costing (including justification of fair market value rate), sole sourcing forms if applicable.
- Contract with contractor, purchase order (PO), invoices, receipts.
- Asset listing and identification of current location of items.
- Handover certificates / records if applicable at the end of the project term.
- Other, similar, documents

## **5. Travel Expenses**

This Budget Category is used to capture expenses for travel that is directly related to the project and required to carry out the project purpose. In order to ensure travel costs are equitable across projects, the Canadian Red Cross aligns with the Travel Directives and Special Travel Authorities set by the [National Joint Council of the Public Service of Canada](#) (“NJC”).

**Eligible Costing Rate.** Travel costs actually and reasonably incurred by the organization in accordance with the organization’s usual policies and practices, provided they do not exceed the rates set in the Travel Directive and Special Travel Authorities of the NJC set for the province.



### **Common eligible costs**

- **Meals, incidentals, and mileage.** The cost of meals, incidentals and mileage for private (personal) vehicle usage, in accordance with the meal, incidental, and private vehicle allowances specified in Appendices B, C and D of the Travel Directive, which can be found at <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>. These costs are sometimes referred to as “per diems”. Per diems may be provided to personnel or to volunteers and are intended to cover costs incurred while undertaking project-related activities.



- **Accommodation.** The actual and reasonable cost of a single room in commercial accommodation or, when private non-commercial accommodation is used, the rate for such accommodation, in accordance with Appendix C of the Travel Directive.
- **Transportation.** This can include the cost of airfare, taxis, car rentals and mileage on vehicles already owned by the organization.
  - i. Airfare: the cost of commercial transportation based on the lowest available fares, using the most direct routing.
    - a. The organization shall endeavor to obtain the lowest possible airfare, such as by booking the reservation as early as possible. The standard for air travel is economy class, including APEX, charters and other reduced or discounted fares.
    - b. Canadian Red Cross will reimburse at the lowest airfare available at the time of reservation, but never more than the maximum of a full-fare economy airfare.
    - c. The organization must be able to demonstrate with proper supporting documentation deemed satisfactory to Canadian Red Cross, the lowest fare available at the time of reservation.

### **✗ Examples of common ineligible costs**

- Travel insurance (health, cancellation, baggage, etc.)
- Seat upgrades and seat selection
- Flight cancellation costs
- First class or business class travel
- Alcohol
- Per diems or claims in excess of the NJC standards
- International travel, including the USA

*Note: This list is non-exhaustive.*



### **Examples of supporting documentation** that must be retained:

- Travel expenses claim forms (for per diem and reimbursement), original receipts for expenditures, or justification/due diligence for fair market value
- Records justifying flight changes
- Other, similar, documents

## **6. Training & Events**

This Budget Category is used to set out **all the components** required to run a workshop, training session or other event to achieve the project's purpose. This includes, but is not limited to, facilitator services/fees, transportation for the



facilitator, venue rentals, coffee break/refreshment costs, and items for distribution as part of the event (e.g., workbooks or other training materials), etc.

**Eligible Costing Rate.** Actual and reasonable costs arising from the elements required for training sessions, workshops, and events, provided they do not exceed the fair market value for each element.

### **✗ Examples of common ineligible costs**

- Fundraising events
- Events where a profit is being made by the organization
- Promotional items (t-shirts, hats, pens, etc.)
- Contests, prizes, awards, trophies, plaques, promotional items or similar materials
- Gift cards

*Note: This list is non-exhaustive.*



### **Examples of supporting documentation** that must be retained:

- Rental agreement for space/venue
- Procurement records for tender/RFP/RFQ, due diligence on costing (including justification of fair market value rate), sole sourcing forms if applicable
- Contracts with suppliers, facilitators, venue, etc. Plus purchase orders (PO), invoices (with itemized expenses), and receipts
- Travel records if travel is undertaken (see Travel Expenses Records for more information)
- Other, similar, documents

## **7. Administrative Costs**

The project budget should include all **direct costs** for your project. Direct costs are traceable and distinct from normal operating costs of the organization. In other words, they are the new or additional resources needed to successfully achieve the project purpose.

In addition to the direct costs budgeted by the organization, a contribution to Administrative Costs will be automatically added at the standard rate of 12% of the total budget. This is intended to permit organizations to cost recover for ongoing operational costs, overhead and typical indirect costs incurred by the organization as they go about their normal work and their work on the project. In unique cases, depending on the project activities the Canadian Red Cross may further adjust the administrative percentage as part of our review of your application and will discuss these adjustments with you prior to signing the Agreement.



The Administrative Costs category may also be referred to as 'overhead', 'indirect costs' or 'management costs'. The Canadian Red Cross uses the term Administrative Costs in recognition that organizations incur indirect costs in the implementation of projects.



### **Common expenses intended as part of the Administrative Costs contribution**

The following costs should generally not be included as Direct Costs in the Project Budget, as they would be considered shared resources not directly attributable to the project:

- General administrative support to the project: such as Executive management (CEO, COO, CFO, etc.), accounting, bookkeeping and general financial management, internal audit function, legal support and expenses, information technology support staff, facilities support personnel, human resources, shared procurement resources, general logistics support, material management
- Board activities
- Office supplies
- General communications and website support
- Information technology costs including cyber security and basic IT infrastructure utilization
- Existing information technology equipment and support (e.g., centralized IT systems, networks)
- Bank charges/fees
- Phone and internet costs
- Equipment repair, maintenance, or depreciation costs
- Insurance costs
- Generalized subscription and membership costs
- Advertising, marketing, and promotion
- Rent, utilities, maintenance, and use of-existing facilities
- Other shared resources that are not directly attributable to the project

For Reference Purposes Only



**PART 7 – CSRF NATIONAL GRANT AGREEMENT (QUEBEC)**

**Please carefully review the Grant Agreement and sign where indicated. If you are selected for funding, you will receive a copy of this Agreement with a completed Schedule A**

FOR REFERENCE



**THE CANADIAN RED CROSS SOCIETY - GRANTING AGREEMENT**  
*Community Services Recovery Fund*  
(the “Agreement”)

**THE CANADIAN RED CROSS SOCIETY**  
a registered charity incorporated under the federal laws of Canada,  
having its head office in the city of Ottawa, in the Province of Ontario  
(hereinafter referred to as the “CRCS”)  
and

“Legal Name of Organization” (hereinafter referred to as the “Grantee”) as more fully described in  
Schedule A “Project Details”

The CRCS and the Grantee are collectively hereinafter referred to as the “Parties”; and individually as, a  
“Party”)

**WHEREAS** with funding from the Government of Canada, the CRCS is making grants available to assist community service organizations to strengthen their ways of working, adapt their ways of working, and build their resiliency as they support communities in recovering from the COVID-19 pandemic.

**AND WHEREAS** additional provisions applicable to the Project are further clarified in the Terms and Conditions for the Community Services Recovery Fund available attached hereto as Schedule “B” (hereafter the “Terms and Conditions”).

**AND WHEREAS** the Parties wish to clarify the roles, responsibilities, liabilities, accountability, communications and other related issues between the Parties;

**NOW THEREFORE**, the Parties agree as follows:

**1. FUNDS**

- 1.1 The CRCS agrees to provide funding to the Grantee (the “Funds”) in accordance with the Budget (as defined in Section 5 of Schedule “A” – “Project Details” below) approved by the CRCS and appended to this Agreement upon application approval in Schedule “A” – “Project Details”, (the “Project”). The total amount of monies provided will be based on real and actual costs incurred and activities completed.
- 1.2 The total amount provided to the Grantee for the Project will depend on the actual costs incurred in connection with the Project activities. If the real and actual costs incurred on the Project are less than the Budget, the amount transferred in the final payment will be adjusted accordingly (or if an amount greater than costs incurred is already transferred, it would need to be reimbursed).
- 1.3 Funds must be used for real costs, actually incurred after the Eligible Costing Date (as defined in Section 3.2 of Schedule “A” - “Project Details”) that align to the eligible costing guidelines, appended in Schedule D.



1.4 The Grantee represents and warrants that it has disclosed to the CRCS all sources of other funding, including cash and/or in-kind contributions from all levels of government, for any activities within the scope the Project. Funding from federal, provincial, and municipal government sources is limited to 100% of the total Project's total Budget.

1.5 All costs must be directly related to the Project. Variances of up to 10% between Budget Categories (as further described in Section 5.1 of Schedule "A" - "Project Details") are permissible without further approval, provided that the expenditure relates to pre-approved costs and activities in the Budget Category.

## 2. TERM

2.1 The Project timelines, including the Project term, and end date of the activities, are appended to this Agreement, in Schedule "A" – "Project Details".

## 3. PAYMENT TERMS

3.1 The Payment terms are appended to this Agreement in Schedule "A" – "Project Details".

3.2 Notwithstanding any other provision of this Agreement, the total funds available to be paid under this Agreement are subject to there being an appropriation of funds by the Parliament of Canada and are also subject to being amended or terminated in the event that federal program levels are amended or terminated for any fiscal year in which a payment is to be made under this Agreement. In such a circumstance, the CRCS reserves the right to adjust the total amount of Funds and/or terminate the Agreement in accordance with the termination provisions set out in Section 10 of Schedule "B" - "Terms & Conditions". In such a case, the amounts due for expenses incurred in connection with the Project's activities, carried out in good faith, by the Grantee, prior to modification of the total Funds or termination of the Agreement, shall be paid by the CRCS.

## 4. REPORTING

4.1 **Interim Report.** An interim report will be submitted in accordance with the reporting timelines appended to this Agreement in Schedule "A" – "Project Details". The interim report will generally include at minimum progress against project activities towards project purpose. Reporting shall include a narrative report and a financial report on budget vs. actual spending to the end of the reporting period.

4.2 **Final Report.** A final report shall be submitted in accordance with the reporting timelines appended to this Agreement in Schedule "A" – "Project Details" in order to release the final payment holdback (as set forth in Section 6.1 of Schedule "A" – "Project Details"). Reporting shall include at minimum an update on progress against project activities toward project purpose and a financial report on budget vs. actual spending to the end of the reporting period.

4.3 Generally reporting shall include reporting back against the purpose statement set out in Schedule "A" - "Project Details", and the activities undertaken outlined in Schedule "A" – "Project Details". Reports may have to include supporting financial documentation as requested by CRCS. In addition, Grantees should keep copies of supporting financial documentation consistent with the Eligible Costing



Guidelines even if not provided to CRCS, as these may be requested to support CRCS review of reports or in case of audit.

- 4.4 If you have any concerns or challenges during implementation, or to have variances above 10% approved, please do not hesitate to reach out to us at [CSRGrants@redcross.ca](mailto:CSRGrants@redcross.ca).

*Please note that if your organization undertakes the collection, use or disclosure of personal information, for the purpose of health screening or otherwise, you should ensure full compliance with all applicable privacy legislation. Further, and if as a result of COVID-19, your organization will undertake health screening of your staff or members of the public, please ensure that you have consulted, and are in compliance with all relevant guidance from your local public health authority.*

**IN WITNESS WHEREOF** the Parties have caused this Agreement to be signed and delivered by its duly authorized representative on \_\_\_\_\_, 2023.

Signature:  Name: Title:	<b>THE CANADIAN RED CROSS SOCIETY</b> Signature:  Name: Title:
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For Reference Purposes Only





## FORM OF SCHEDULE “A” PROJECT DETAILS

This Schedule “A” is entered into pursuant to and forms part of the Granting Agreement entered into between the Parties dated [DATE].

### 1. GRANTEE

1.1. As indicated in the Community Services Recovery Fund Application and confirmed by [insert the acronym or abbreviated name of the national or local funder], the Grantee is hereto confirmed as: [LEGAL NAME OF ORG] [headquarters legal address, postal code], a [registered charity, non-profit organization, other type of QD, Indigenous governing body] (Registration No./Business No.), having its head office in [CITY], Québec.

### 2. PROJECT

2.1. The Grantee shall undertake a Project titled: [PROJECT TITLE TITLE].

2.2. The purpose of this Project is to [write a clear purpose statement and briefly describe the project. Include who, what, where, when, why and how]. The purpose is to be achieved by carrying out the activities set out in Section 4, below.

### 3. PROJECT TIMELINE

3.1. The Agreement shall commence on the date that the last Party signs (the “Effective Date”) and shall continue until June 30, 2024, unless terminated early in accordance with the Termination provisions in Section 11 of the Terms and Conditions (the “Term”).

3.2. The Project timelines are as follows.

#### Project timelines

“Eligible Cost Date”: The Funds shall only be used for activities carried out after this date.	May 1, 2023
“Activity Start Date”: When activities for the project are scheduled to commence.	May 1, 2023
“Activity End Date”: The Project shall be completed by this date.	On the earlier of: (i) June 30, 2024; or (ii) when Project activities are completed.

### 4. PROJECT ACTIVITIES

4.1. The Project activities are as follows:

Activities
• ..
• ..
• ..



• ..

5. **FUNDS**

5.1. The CRCS agrees to provide Funds for up to CDN **\$total.00** in accordance with the Budget below. The total amount of monies provided will be based on real and actual costs incurred and activities completed.

Budget Category	Description	Total Funded Amount
Personnel – Wages and Employment Related Costs	details	\$0.00
Contractors – Fees for Professional Services	details	\$0.00
Materials & Supplies	details	\$0.00
Project Equipment	details	\$0.00
Travel Expenses	details	\$0.00
Training & Events	details	\$0.00
Administration	n/a	\$ calculate X% of the subtotal
<b>TOTAL BUDGET</b>		<b>\$Total, including admin</b>

*\* In addition, Grantees should keep copies of supporting financial documentation consistent with the Eligible Costing Guidelines and Section 11 of Schedule “B” - “Terms and Conditions” even if not provided to CRCS as part of reporting.*

6. **PAYMENT TERMS**

6.1. **Advance Payment.** Upon signature of this Agreement, the CRCS shall transfer up to CDN \$\_\_\_\_\_ (representing X% of the total Funds) to the Grantee.

6.2. **Final Payment.** Final payment will be held back until the Final report for all activities and costs is received and approved. After the CRCS approves the Final report, it shall transfer the final amount owing based on real and actual costs incurred, which shall be the final balance of **up to** CDN. \$\_\_\_\_\_ (representing approximately X% of the total Funds, adjusted to reflect real and actual spending) to the Grantee.



7. **REPORTING SCHEDULE**

7.1. The Grantee shall provide written reports to the CRCS in accordance with the following schedule:

<b>TYPE OF REPORT</b>	<b>START DATE REPORTING PERIOD</b>	<b>END DATE REPORTING PERIOD</b>	<b>DUE DATE FOR REPORT TO BE SUBMITTED TO CRCS</b>
Interim report	May 1, 2023	October 31, 2023	December 1, 2023
Final report	November 1, 2024	June 30, 2024	July 31, 2024

For Reference Purposes Only



## SCHEDULE "B" TERMS AND CONDITIONS

By signing the Agreement, the Grantee hereby agrees to the following terms and conditions:

1. **Fundamental Principles.** When undertaking activities pursuant to this Agreement, all Parties shall consider and be guided by the Fundamental Principles of the International Red Cross and Red Crescent Movement, appended to this Agreement in Schedule E – "Fundamental Principles of the International Red Cross and Red Crescent Movement".
2. **Entire Agreement.** This Agreement includes: (i) the present Agreement and (ii) all schedules appended hereto.
3. **Payment.** Any payments by the CRCS to the Grantee can only be used by the Grantee for Project expenses incurred within the Eligible Costing Dates, and cannot be used for any ineligible activities as set out in the Applicant Guide. Payment of any funding under this Agreement is subject to the availability of funds and may be cancelled or reduced in the event that the Government of Canada cancels or reduces its funding to the CRCS. In such a case, the amounts due for expenses incurred in connection with the Project's activities, carried out in good faith, by the Grantee, prior to cancellation or reduction in the funding granted to the CRCS by the Government of Canada shall be paid by the CRCS. The CRCS may advance funds to the Grantee prior to the commencement of the Project. This amount will be considered an advance against fees and expenses incurred by the Grantee and will be accounted for in any reporting by the Grantee on the Project.
4. **Repayment.** The Grantee shall repay to the CRCS the amount of any funds provided to which it is not entitled, including the amounts of any payments: (i) made in error; (ii) made for costs in excess of the amount actually and properly incurred for those costs; or (iii) that were used for costs that were not eligible under this Agreement (including the Applicant Guide) or that were not in alignment with the Eligible Costing Guidelines. Such amounts shall be promptly repaid to the CRCS, upon receipt of notice to do so and within the period specified in the notice, together with interest.
5. **Assets and Inventory.** For the purpose of this Section, "Capital Asset" shall mean any single item, or a collection of items which form one identifiable functional unit, that is not physically incorporated into another product or not consumed by the end of the Project. In the event that the CRCS provides a Capital Asset to the Grantee, such Capital Asset shall be owned by the CRCS and the CRCS shall retain all rights with respect to the Capital Asset (as described more fully in Schedule D). On the completion or termination of this Agreement for any reason, unless otherwise agreed to in writing, such Capital Asset (or the then fair market value of same) shall be returned to the CRCS or otherwise disposed of as directed by the CRCS. The Grantee confirms and agrees that any Capital Asset and inventory purchased will be used exclusively to benefit the community and not for private benefit: (i) for the Term of the Agreement; and (ii) beyond. This shall be supported by Capital Asset and inventory listings available upon request. Any Capital Asset purchased by the Grantee under this Agreement shall be used only for the purposes of the Project. Such assets shall not, except with the prior written consent of CRCS, and in accordance with any terms and conditions imposed by CRCS, (a) be used for any purpose not directly related to the Project, (b) be sold, exchanged, transferred, or disposed of, or (c) pledged, mortgaged, or otherwise encumbered. Upon the expiration or termination of this Agreement, the Grantee shall provide an inventory of any assets whose purchase or rental



value exceeds \$5,000 (before taxes) to CRCS and comply with the provisions set out in Schedule D.

6. **Progress Reports and Payments.** Payment and reporting expectations are set out in the Agreement. Installment payments contemplated in the Agreement will be based on confirmation by the Grantee (a) of reasonable progress on the Project, and (b) that any resources or funds previously provided by the CRCS have been applied to the Project appropriately. If the Grantee is not abiding by the terms of this Agreement, then the CRCS, in its sole discretion, may reduce installment payment amounts, or withdraw or withhold funds or other resources. The Grantee shall immediately notify the CRCS regarding any changes to its eligibility for funding from the CRCS as set out in the Applicant Guide.
7. **Relationship.** Nothing in this Agreement shall constitute or be construed to create a partnership, agency, joint venture, or an employment relationship as between the Parties and neither Party shall hold itself out as partner, agent, joint venturer, or employee of the other or any other type of relationship that renders one Party liable for the debts or obligations of the other Party except as specifically provided for in this Agreement. Nothing in this Agreement creates any undertaking, commitment, or obligation by the CRCS respecting additional or future funding of the Project beyond the Term, or that exceeds the maximum contribution specified in this Agreement. In addition, nothing in this Agreement creates nor is to be interpreted, construed, or held out as creating any role, responsibility, obligation, or interest for or in the Government of Canada.
8. **Insurance.** Without in any way limiting the liability of the Grantee under this Agreement it shall be the sole responsibility of the Grantee to maintain and keep in force and effect during the term of this Agreement sufficient insurance against liability resulting from anything done or

omitted by the Grantee in carrying out the activities under this Agreement, for such coverage limits as a reasonably prudent Party carrying out the same or similar activities might obtain.

9. **Confidentiality.** Each Party acknowledges that, during the Term of this Agreement, it may be required from time to time to disclose to the other Party certain confidential and proprietary materials, information and data relating to that Party's activities (all of which is referred to as "**Confidential Information**"). Each Party acknowledges that the other's Confidential Information, other than that which is publicly known, is confidential and proprietary information. The Parties shall not, during the term of this Agreement or thereafter, use, disclose, divulge, or make available each other's Confidential Information to any third party either directly or indirectly in any manner whatsoever without the prior written consent of the other Party. Notwithstanding anything to the foregoing, the CRCS may share Confidential Information with its advisors and the Government of Canada as required. The Grantee acknowledges that the Government of Canada is subject to the *Access to Information Act, RSC 1985, Chapter A-1*, and information obtained by the Government of Canada pertaining to this Agreement may be disclosed by the Government of Canada to the public upon request under the *Access to Information Act*.
10. **Termination.** In the event of improper use of the funds by the Grantee under, or a material breach by the Grantee of, any term of this Agreement, as determined by the CRCS, the CRCS may terminate this Agreement effective immediately upon delivery of written notice of termination to the Grantee. In the event of termination, the Grantee will forthwith refund to the CRCS any monies advanced by the CRCS and not expended in accordance with the terms of this Agreement and the CRCS will have no further obligations under the Agreement, except that of providing the



funding due for any activity provided for in the Project and carried out in good faith by the Grantee, when applicable.

**11. Books and Records and Reporting.** Each party shall maintain full and complete books and records of the Project. The CRCS, the Government of Canada, and/or Auditor General of Canada reserves the right to audit the Grantee and the Grantee shall provide reasonable access to its books and records for this purpose for a period of seven years following completion of the Project. The Grantee shall provide full and complete reports, including invoices, receipts, vouchers, payment records, results achieved or any discrepancies thereof, on the Project to the CRCS, the Government of Canada, and/or the Auditor General of Canada in the form required by the CRCS, the Government of Canada, and/or the Auditor General of Canada. In addition to the foregoing, the Grantee will cooperate with any inquiry into the use of the funds by the CRCS, the Government of Canada and/or the Auditor General of Canada and their agents or representatives and grant access to its documents, records, and premises as required for such inquiry. The Grantee understands that any concerns may be discussed by the Government of Canada and/or Auditor General of Canada with the CRCS and/or the Grantee and that the results may be reported to Parliament.

**12. Segregation of Funds.** The Grantee shall keep all funds received from the CRCS segregated and apart from other funds of the Grantee, either in its accounting system or in a separate bank account, so that the funds of the CRCS are separately identifiable.

**13. Monitoring and Evaluation.** The Grantee will be responsible for the routine management and monitoring of the Project. The Grantee shall permit the CRCS to inspect all records that are related to the Project, and if the Grantee deems it useful, can allow the CRCS to enter any premises used by the Grantee in connection with the

Project, in order to inspect Project-related records. The Grantee consents to the provision of contact information of members of the board of directors and/or management of the organization so that they can participate in a survey, interview, case study or other data collection exercise initiated by the Government of Canada.

**14. Amendment.** This Agreement may be amended upon mutual written agreement of the Parties.

**15. Assignment or Subcontracting.** Neither party may assign, pledge, mortgage or otherwise encumber any of its rights under this Agreement without the prior consent of the other.

**16. Contractual Commitments with Third Parties.** The CRCS shall not be held liable for any contractual commitments entered into by the Grantee with any third party for the performance of the Project.

**17. Compliance with Laws and Governing Laws.** Each of the Parties agree to comply with all laws, ordinances, rules, and regulations of any government, any federal, provincial or territorial government body or local agency that affect the Project. The Grantee shall obtain, prior to the commencement of the Project, all permits, licences, consents, and other authorizations that are necessary for carrying out the Project. The Grantee shall ensure that professionals delivering specialized services as part of or related to the Project have the relevant certifications or checks. This Agreement and the rights and obligations and relations of the Parties shall be governed by and construed in accordance with the laws applicable in Québec.

**18. Dispute Resolution.** In the event a dispute arises out of or in connection with this Agreement, the dispute shall be settled by mediation or as otherwise agreed upon by the Parties to the dispute. All proceedings relating to mediation shall be kept confidential, and there shall be no disclosure of any kind.



**19. Indemnity.** The Grantee agrees, both during and following the Term, to defend, indemnify, and hold the Government of Canada, CRCS, its directors, officers, members, employees, volunteers, agents and affiliates, and their respective directors, officers, members, employees, volunteers, agents harmless from and against any direct loss, claim, cause of action, suit, injury, expense, damage or liability, including reasonable legal costs, relating to or as a result of: (a) this Agreement or any action taken or things done or maintained by virtue hereof, or the exercise in any manner of rights arising hereunder; (b) the negligence or wilful misconduct of the Grantee in connection with or related to the performance of its obligations pursuant to this Agreement; (c) any misrepresentation made by the Grantee in any application to or communication with the CRCS or made by the Grantee in furtherance of its performance pursuant to this Agreement; or (d) any breach or default by the Grantee of any of its obligations pursuant to this Agreement.

**20. Government of Canada No Responsibility.** The Grantee agrees nothing in this Agreement shall have the effect of, or be interpreted as creating any responsibility, commitment, obligation, or liability for the Government of Canada.

**21. Professional Certifications for Grantee and all Subcontractors.** The Grantee shall ensure all personnel undertaking the Project, including, but not limited to, its own personnel and those of subcontractors and third parties have the proper registration with the appropriate professional governing body/accreditation for personnel.

**22. Procurement.** The Grantee must use a competitive process for the procurement of goods, assets and services for the Project that enhances access, transparency, competition and fairness and results in best value. The Grantee shall ensure that a reasonable number of suppliers are given an opportunity to bid and should avoid

situations where there may be a bias toward awarding a contract for goods, services, or assets for the Project to a specific person or entity.

**23. Intellectual Property.** Any work, including, without limitation, deliverables, reports, data collected and processed, creative assets, course materials, drafts, apps, software tools or edits to the CRCS programs, created by or during the activities using funds contributed by the Government of Canada and provided by CRCS shall be the sole property of CRCS. The Grantee shall, execute all documents, do all other acts necessary and generally assist CRCS to secure and protect its ownership on, and intellectual property rights in and to such work. Additionally, the Grantee: (i) warrants that the works shall not infringe on the copyrights of others; and (ii) shall include an acknowledgement, in a manner satisfactory to the Government of Canada, on any work which is produced by it with funds contributed by the Government of Canada and provided by CRCS under this Agreement, acknowledging that the works were produced with funds contributed by the Government of Canada, and identifying the Grantee as being solely responsible for the content of such work . All materials supplied by CRCS to Grantee in connection with this Agreement, including, without limitation, and as may be applicable, all manuals, reports, data, artwork, graphics, logos, video and other products and documents, are and shall remain the sole property of CRCS (“**CRCS Materials**”). No rights are transferred to Grantee with respect to the CRCS Materials, except to the extent necessary to perform the Project. All materials of Grantee, which may include, without limitation, pre-existing materials, templates, forms, know-how, processes, precedents, software and technologies, created, developed and/or produced outside of the activities and without using the funds contributed by the Government of Canada and provided by CRCS, are and shall remain the sole property of Grantee (“**Grantee Materials**”). No rights are transferred to CRCS with respect to the Grantee Materials,





except to the extent necessary for the performance of this Agreement.

**24. Public Recognition and Media Communication.** The Grantee agrees to abide at all times, by the CRCS's rules for Promotion And

Advertisement of the Community Services Recovery Fund and Public Recognition of Canada's Financial Support set out in Schedule "C", which shall survive the termination of this Agreement.

For Reference Purposes Only





**SCHEDULE “C”**  
**PROMOTION AND ADVERTISEMENT OF THE COMMUNITY SERVICES RECOVERY**  
**FUND AND PUBLIC RECOGNITION OF CANADA’S FINANCIAL SUPPORT**

**1. Recognition Statement**

- 1.1. To recognize the Government of Canada’s contribution to the Project, the Grantee must ensure that the following statements are used in any work deliverables produced for or in relation to or as a result of the Project by anyone including the Grantee:
- a. “[Project title] is funded by the Government of Canada under the Community Services Recovery Fund”, (the “Text”); or,
  - b. The wordmark provided by the Government of Canada; or,
  - c. Any other statement provided by the Government of Canada.

**2. Branding Tools**

- 2.1. “**Branding Tool(s)**” includes the Text, all official marks, design marks, word marks, composite marks, symbols and logos of the Project, used by the Government of Canada for the purposes of making the Project publicly recognizable, identifiable with the Project’s various activities, programs and services and funding by the Government of Canada as per the Federal Identity Program.
- 2.2. With respect to Branding Tool(s):
- a. The Government of Canada may at any time notify the CRCS of an additional Branding Tool or Tools that it requires the CRCS and the Grantee to use. The CRCS will notify the Grantee of any such additional requirements. The Branding Tool or Tools must be used in the same way as set out in this Schedule “C” for the use of the Text.
  - b. The Branding Tool or Tools must not be used instead of the Text.
  - c. The Branding Tool or Tools must be used in addition to the Text.
  - d. The Grantee must start using the Branding Tools as of the date specified in the Government of Canada’s notice.
  - e. The Branding Tool or Tools must not be modified from its original form except in sizing.
- 2.3. For all work deliverables made available via the Internet where the Text is used, the Text must link to the website or websites that the CRCS identifies to the Grantee.
- 2.4. For all documents, the Text must be prominently displayed in the masthead or on an acknowledgement page at the front of the document regardless of where other sponsors, supporters or funding parties are acknowledged or recognized. The Text must be at least of equal size, prominence and duration as that accorded to the other sponsor(s), supporter(s) or funding party(ies).

**3. Social Media and Materials Made Otherwise Available On the Internet**

- 3.1. With respect to public materials:
- a. The Grantee agrees that the Government of Canada may, for the purposes of advertising and promoting the Project, reproduce, redistribute and otherwise make available to the public or any part of the public work deliverables, that the Grantee may make available via social media or otherwise on the Internet.



- b. The Grantee hereby grants to Government of Canada the rights, permissions, consents and releases necessary to permit the Government of Canada to do as set out in subsection a.
- c. The Grantee hereby certifies and warrants to Government of Canada that the Grantee has, or will have at the time the Grantee makes the work deliverables publicly available, all the rights, consents, releases and permissions, necessary to:
  - i. make the work deliverables publicly available; and
  - ii. grant the Government of Canada the permissions, rights, consents and releases to do as set out in subsection a.

#### 4. **Media Releases**

4.1. A pre-approved quote from the Government of Canada must be included in all releases that refer to funding sources of the Project. The Grantee must contact CRCS for the quote at least twenty (20) business days in advance of issuing the release.

#### 5. **Websites and Mobile Applications**

5.1. The Text must be displayed on the landing page or home page or, if both exist, on both of any Grantee controlled Website and on any other page or section where other sponsors, supporters or funding parties are identified. The Text must link to the Government of Canada's website.

#### 6. **Photographs, Videos, Audio Recordings and Written Accounts**

6.1. If the Grantee documents the Project or any activity funded under the Project using photographs, video(s), audio recording(s) or written account(s), the Government of Canada may request to reproduce, distribute and further use any photograph, video, audio recording or written account or part thereof to promote and advertise the Project. If the Grantee agrees to provide to the Government of Canada all permissions, consents, releases and rights considered necessary by the Government of Canada for the Government of Canada to use the photograph, video, audio recording or written account or part thereof for the purposes set out in this section by signing the document provided by Government of Canada for this purpose.

6.2. The Government of Canada may, with the agreement of the Grantee, send a photographer, a videographer, or both and any required support staff to document the Project or parts of the Project. In this case, the Grantee must:

- a. provide access as reasonably required to the Project event or activity sites; and
- b. facilitate interviews with Grantee staff present at the Project event or activity.

#### 7. **Spoken Recognition**

7.1. The Grantee must speak the Text during any speaking opportunities at media events or other promotional or advertising activities related to the Project.

7.2. The Text must be spoken by either the Grantee or appropriate representative from the organization in attendance at the activity.

#### 8. **Electronic billboards, signs and screens**

8.1. During any event, the Grantee must display the Text on all billboards, signs, and screens if any other sponsor, supporter or funding party is identified.



8.2. The Text must be at least of equal size, prominence and duration as that accorded to the other sponsor(s), supporter(s) or funding party(ies).

For Reference Purposes Only



## SCHEDULE “D” ELIGIBLE COSTING GUIDELINES

### Understanding ‘eligible costs’

**Important:** The Canadian Red Cross can only approve costs that are demonstrated as ‘eligible costs’ in accordance with these Eligible Costing Guidelines. In addition to reviewing the proposed project budget as part of the application process, the Canadian Red Cross will review the financial reports and supporting documentation of funded projects to ensure eligibility of costs and expenditures.

In order to be considered ‘eligible costs’ for projects funded by the Canadian Red Cross, expenses must be:

- ✓ Directly attributable to the project
- ✓ In furtherance of project activities and outcomes
- ✓ Reasonable
- ✓ Actually and properly incurred
- ✓ In line with these Eligible Costing Guidelines and the terms of the Agreement

All eligible expenses need to be verifiable, detailed, and supported by proper documentation. Reimbursement by the Canadian Red Cross will be based on actual expenditures incurred, as supported by the relevant source documents (for example, receipts).

### Ineligible costs across categories

As a charitable humanitarian organization, there are some costs that the Canadian Red Cross is unable to fund.

In addition to the list below, consult the common ineligible costs listed under each Budget Category in the following sections.

The following costs are considered ineligible costs, and therefore not eligible for reimbursement by the Canadian Red Cross:

- Expenses covered by another funding source including other pandemic recovery funds and restricted organizational revenue
- Gift cards, gifts, prizes, and/or incentives for participation
- Costs or expenses for entertainment
- Purchasing land and/or buildings, real estate fees and related costs
- General professional memberships and professional development fees
- Training for personnel not dedicated to the project
- Provision for losses or potential future liabilities
- Contingencies



- Exchange losses
- Interest expenses
- Legal penalties
- Taxes for which an organization is eligible for a tax rebate
- Alcohol or cannabis
- Individual membership fees for private clubs (e.g., golf clubs, gyms)
- Costs associated with profit-making activities

Note: this list is non-exhaustive. The Canadian Red Cross will review budgets and financial documentation of funded projects to ensure alignment with the principles of these Eligible Costing Guidelines.

## Ineligible activities

Ineligible activities include but are not limited to:

- Direct service delivery
- Major capital projects
- Purchase of land and buildings
- Partisan, political or election-related activities
- Publication of books or research
- Projects and activities that generate a profit
- Direct fundraising activities or events
- Projects that benefit only private interests
- Projects that promote a for-profit entity or its products and service.
- Activities that undermine, restrict or infringe on human rights legally protected in Canada
- Sub-granting projects/activities
- Sponsorship, endowment funds, and donations

## Eligible Costs & Budget Categories

### How to use this section

This section sets the rules and parameters for eligible costs in each of the eight budget categories below:

1. Personnel - wages and employment-related costs
2. Contractors - fees for professional services
3. Materials & Supplies
4. Project Equipment
5. Travel Expenses
6. Training & Events
7. Administrative Costs

To be considered 'eligible costs', costs and expenditure must comply with the parameters set out herein for each budget category, as well as the characteristics of eligible costs listed earlier.

Each Budget Category section below includes:



- An explanation of the purpose of the category
- The Eligible Costing Rate for costs in that category
- Common eligible costs in the category
- Common ineligible costs in the category
- Supporting documentation that must be retained over the course of the project. Documentation may be requested by the Canadian Red Cross at any time to substantiate eligibility of costs. Further, all original source documentation for the project must be held on file for a period of 7 years in case of audit.

## **1. Personnel – wages and employment-related costs**

This budget category represents the cost of personnel, payroll and other compensation for employees working on activities to achieve the project's outcomes. Salary costs and benefits, or hourly wages for individuals employed to work on activities directly related to the project objectives are eligible expenditures.

Any person working on the project who is covered by the organization's employee policies should be reflected in this cost category.

**Eligible Costing Rate:** Actual sums paid to employees (including permanent, temporary or short-term employees) in accordance with the organization's usual pay scales and practices for personnel required by the organization to carry out the activities of the project. This should reflect the total cost of an employee including vacation pay and benefits, as well as the organization's standard contributions for benefits as required by virtue of a company policy or collective agreement.

### Common eligible costs

**Salary.** Actual and justifiable salaries for personnel required by the organization to carry out the project. If only a percentage of an individual's time is required, this must be reflected in the budget. The total value in the budget includes the following:

- Direct Salaries:** actual and justifiable sums paid by the organization to employees in accordance with the organization's pay scales as regular salary, excluding overtime pay and bonuses. Rates shall be in accordance with local laws and practices including local market rate of remuneration
- Fringe Benefits:** in accordance with the organization's policies as follows:
  - time-off benefits:** allowable number of days to be paid by the organization for the following payable absences: statutory holidays, annual vacation and sick leave;
  - paid benefits:** actual sums paid by the organization for paid benefits: the organization's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, pension plans, or other mandatory government benefits.

**Overtime.** Overtime is permissible in accordance with the organization's human resources procedures provided it is required for implementation of the project and is evidenced by documentation.



**Honoraria.** Where it is considered a cultural norm, for example for Indigenous Elders, honoraria should be included in this category. The principle of reasonableness applies, and documentation should be kept.

Common ineligible costs

- Bonuses or additional remuneration
- Redundancy costs
- Severance costs

Note: this list is non-exhaustive.

Supporting documentation that must be retained:

- Time management/tracking records such as timesheets
- Payroll documentation and/or general ledger showing personnel expenses
- Documentation of honoraria paid
- Other similar documents

**2. Contractors - fees for professional services**

This budget category represents the cost of consultants, advisors, and specialized professional service providers who are not personnel of the organization but are required to achieve the project purpose and activities. A professional service provider is an individual with significant training, qualifications, and expertise in a professional, scientific, technical, or managerial field who provides a service to the organization for the project.

Note that contractors are self-employed, and as such do not receive benefits from the organization and are responsible for their own taxes and invoicing against the contract. Further, contractors are expected to have their own equipment, technology, or other materials required for the work.

**Eligible Costing Rate.** The actual fair market cost of contractors' fees under a service contract, supported by a fair and open procurement process or multiple quotes.

- Individual rates or amounts negotiated shall not exceed the fair market value** that applies to the specific type of service in the regular place of work of the contractor or for similar work being performed under this agreement and shall exclude increased rate for overtime. This must be evidenced by an assessment of fair market value (such as multiple quotes or having a fair and open tender).
- Contractors should be arm's length from the organization and its personnel.** "Arms-length" means there is no connection between the organization or its personnel and the vendor/contractor. A connection could result in a personal interest that would affect the perception of the procurement and tendering process. For example, an organization is "Not arms-length" when the organization is related to the contractor. In the case of a contractor that is a corporation or company, contractor personnel would be "related" to that company or corporation if a) the personnel controls the corporation; b) the personnel is a member of related group that controls the corporation; or c) the personnel is a person who is related to a person who controls the corporation or is a member of a related group that controls the corporation.



### Common ineligible costs

- Fees for contractors that are not demonstrably arms-length from the organization and its personnel
- Tender costs to secure services
- Statutory and employee benefits (as professional service providers are contracted, and not employees of the organization)
- Fees that exceed fair market value
- Increased fees for overtime not covered by the contract with the professional

Note: this list is non-exhaustive.

### Supporting documentation that must be retained:

- Procurement records for tender/RFP/RFQ, due diligence on costing (including justification of fair market value rate), sole sourcing forms if applicable
- Contract with contractors, purchase orders (PO), invoices, and receipts for payment
- Other similar documents

## **3. Materials & Supplies**

This budget category represents the consumable materials and supplies that are critical for successful delivery of the project. It must be clear how these materials are required and directly linked to project activities.

**Eligible Costing Rate:** Actual and reasonable costs of materials and supplies purchased for the project, supported by source documentation (receipts, invoices, purchase orders, etc.), provided that such costs do not exceed the fair market value that applies to the specific type of materials and supplies. As with other costs, evidence of fair market value and corresponding due diligence must be kept on file with good record keeping practices.

Note that general office supplies are usually accounted for under the Administrative Costs contribution and should not be included here. However, if your project is delivering activities that require additional dedicated consumable materials and supplies for project activities, for example workshop materials, you may include those here.

### Common ineligible costs

- Gift cards
- Disbursement of financial assistance or non-material support for individuals/clients (for example, personal rent coverage, utilities, or internet subscriptions)
- Contests, prizes, awards, trophies, plaques, promotional items or similar materials

Note: this list is non-exhaustive.





Supporting documentation that must be retained:

- Receipts for purchases
- Procurement records for tender/RFP/RFQ for larger purchases or supplier contracts, and sole sourcing forms if applicable
- Documents supporting justification of fair market value (price or quote comparisons, etc.)
- Due diligence (research and seeking multiple quotes) on fair market value costs (including justification that the supplier chosen offers fair market value compared to other quotes)
- Contract with contractor, purchase orders (PO), invoices, receipts
- Other similar documents

**4. Project Equipment**

This Budget Category is used to itemize actual, real and fair market value for equipment purchased for the project, that is required for the organization to meet the project purpose.

**Eligible Costing Rate.** Actual and reasonable costs of equipment, supported by source documentation (receipts, purchase orders, etc.). As with other costs, evidence of fair market value and corresponding due diligence should be kept on file (for example multiple quotes). Project equipment should be purchased using the organization's procurement policies provided such practices comply with this document and the Agreement.

In order to be an eligible cost, the equipment must be newly acquired during the project term, specifically for the project. Use of existing equipment would represent an indirect cost, which the Administrative Costs category is intended to contribute to.

Organizations are required to retain a listing of equipment purchased which must be readily available on request.

Note: "Capital Asset" is defined herein as any single non-consumable item, or a collection of non-consumable items which form one identifiable functional unit. Any Capital Assets with purchase of or lease value of more than \$5,000 (before taxes) will remain property of the project until the end of the project, at which time the Grantee may keep the capital asset or dispose of it in a manner agreed upon between the Grantee and the Canadian Red Cross.

Common ineligible costs

- Equipment, inventory, or technology that is not newly acquired for the project
- Extended warranties for equipment

Note: this list is non-exhaustive.

Supporting documentation that must be retained:

- Procurement records for tender/RFP/RFQ, due diligence on costing (including justification of fair market value rate), sole sourcing forms if applicable
- Contract with contractor, purchase order (PO), invoices, receipts



- Asset listing and identification of current location of items
- Handover certificates / records if applicable at the end of the project term
- Other similar documents

## **5. Travel Expenses**

This Budget Category is used to capture expenses for travel that is directly related to the project and required to carry out the project purpose. In order to ensure travel costs are equitable across projects, the Canadian Red Cross aligns with the Travel Directives and Special Travel Authorities set by the National Joint Council of the Public Service of Canada (“NJC”).

**Eligible Costing Rate:** Travel costs actually and reasonably incurred by the organization in accordance with the organization’s usual policies and practices, provided they do not exceed the rates set in the Travel Directive and Special Travel Authorities of the NJC set for the province or territory.

### **Common eligible costs**

- Meals, incidentals, and mileage. The cost of meals, incidentals and mileage for private (personal) vehicle usage, in accordance with the meal, incidental, and private vehicle allowances specified in Appendices B, C and D of the Travel Directive, which can be found at <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>. These costs are sometimes referred to as "per diems". Per diems may be provided to personnel or to volunteers and are intended to cover costs incurred while undertaking project-related activities.
- Accommodation. The actual and reasonable cost of a single room in commercial accommodation or, when private non-commercial accommodation is used, the rate for such accommodation, in accordance with Appendix C of the Travel Directive.
- Transportation. This can include the cost of airfare, taxis, car rentals and mileage on vehicles already owned by the organization.
  - i. Airfare: the cost of commercial transportation based on the lowest available fares, using the most direct routing.
    - a. The organization shall endeavor to obtain the lowest possible airfare, such as by booking the reservation as early as possible. The standard for air travel is economy class, including APEX, charters and other reduced or discounted fares.
    - b. The Canadian Red Cross will reimburse at the lowest airfare available at the time of reservation, but never more than the maximum of a full-fare economy airfare.
    - c. The organization must be able to demonstrate with proper supporting documentation deemed satisfactory to Canadian Red Cross, the lowest fare available at the time of reservation.

### **Common ineligible costs**

- Travel insurance (health, cancellation, baggage, etc.)
- Seat upgrades and seat selection
- Flight cancellation costs
- First class or business class travel
- Alcohol



- Per diems or claims in excess of the NJC standards
- International travel, including the USA

Note: this list is non-exhaustive.

Supporting documentation that must be retained:

- Travel expenses claim forms (for per diem and reimbursement), original receipts for expenditures, or justification/due diligence for fair market value
- Records justifying flight changes
- Other similar documents

## **6. Training & Events**

This Budget Category is used to set out all the components required to run a workshop, training session or other event to achieve the project's purpose. This includes, but is not limited to, facilitator services/fees, transportation for the facilitator, venue rentals, coffee break/refreshment costs, and items for distribution as part of the event (e.g., workbooks or other training materials), etc.

**Eligible Costing Rate:** Actual and reasonable costs arising from the elements required for training sessions, workshops, and events, provided they do not exceed the fair market value for each element.

Common ineligible costs

- Fundraising events
- Events where a profit is being made by the organization
- Promotional items (t-shirts, hats, pens, etc.)
- Contests, prizes, awards, trophies, plaques, promotional items or similar materials
- Gift cards

Note: this list is non-exhaustive.

Supporting documentation that must be retained:

- Rental agreement for space/venue
- Procurement records for tender/RFP/RFQ, due diligence on costing (including justification of fair market value rate), sole sourcing forms if applicable
- Contracts with suppliers, facilitators, venue, etc. Plus purchase orders (PO), invoices (with itemized expenses), and receipts
- Travel records if travel is undertaken (see Travel Expenses Records for more information)
- Other similar documents



## **7. Administrative Costs**

The project budget should include all direct costs for your project. Direct costs are traceable and distinct from normal operating costs of the organization. In other words, they are the new or additional resources needed to successfully achieve the project purpose.

In addition to the direct costs budgeted by the organization, a contribution to Administrative Costs will be automatically added at the standard rate of 12% of the total budget. This is intended to permit organizations to cost recover for ongoing operational costs, overhead and typical indirect costs incurred by the organization as they go about their normal work and their work on the project. In unique cases, depending on the project activities, the Canadian Red Cross may further adjust the administrative percentage as part of our review of your application and will discuss these adjustments with you prior to signing the Agreement.

The Administrative Costs category may also be referred to as 'overhead', 'indirect costs' or 'management costs'. The Canadian Red Cross uses the term Administrative Costs in recognition that organizations incur indirect costs in the implementation of projects.

### **Common expenses intended as part of the Administrative Costs contribution**

The following costs should generally not be included as Direct Costs in the Project Budget, as they would be considered shared resources not directly attributable to the project:

- General administrative support to the project: such as Executive management (CEO, COO, CFO, etc.), accounting, bookkeeping and general financial management, internal audit function, legal support and expenses, information technology support staff, facilities support personnel, human resources, shared procurement resources, general logistics support, material management
- Board activities
- Office supplies
- General communications and website support
- Information technology costs including cyber security and basic IT infrastructure utilization
- Existing information technology equipment and support (e.g., centralized IT systems, networks)
- Bank charges/fees
- Phone and internet costs
- Equipment repair, maintenance, or depreciation costs
- Insurance costs
- Generalized subscription and membership costs
- Advertising, marketing, and promotion
- Rent, utilities, maintenance, and use of existing facilities
- Other shared resources that are not directly attributable to the project



## **SCHEDULE “E” – FUNDAMENTAL PRINCIPLES OF THE INTERNATIONAL RED CROSS AND RED CRESCENT MOVEMENT**

Proclaimed in Vienna in 1965, the seven Fundamental Principles bond together the Red Cross and Red Crescent National Societies. They guarantee the continuity of the Red Cross Red Crescent Movement and its humanitarian work.

### **Humanity**

The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, co-operation and lasting peace amongst all peoples.

### **Impartiality**

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

### **Neutrality**

In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

### **Independence**

The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

### **Voluntary Service**

It is a voluntary relief movement not prompted in any manner by desire for gain.

### **Unity**

There can only be one Red Cross or one Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

### **Universality**

The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is world-wide.



## PART 8 – CERTIFICATION

### Certifications & Conditions

- a. I have all the necessary authorities, permissions and approvals to bind my organization and submit this Application.
- b. I agree that I have not received other funding from any other third party related to the information and activities particularized in this Application. I shall notify the Canadian Red Cross Society and withdraw my Application if I receive other funding related to these activities.
- c. I understand that I can only submit one application to the COMMUNITY SERVICES RECOVERY FUND (the "**Program**") to the Canadian Red Cross Society or to another national funder.
- d. I understand that additional documentation may be required in support of this Application and that additional documentation can be requested and reviewed to confirm the accuracy of the information provided.
- e. I have read the Applicant Guide and the Eligible Costing Guidelines provided by the Canadian Red Cross Society in relation to the Program and acknowledge and consent to having the information provided used to determine this Application's eligibility for funding.
- f. I understand that by certifying this Application, I attest that all information is true, accurate and complete.
- g. I understand that any false statements or deliberate omissions may disqualify this Application.
- h. I have read and understand the Granting Agreement provided by the Canadian Red Cross Society at the point of application. I understand that by submitting this Application, I am agreeing to be bound by and to comply with the Granting Agreement, including, without limitation, all Schedules thereto.
- i. I understand that there may be other requirements that my organization will be expected to comply with if my Application is approved.

By signing below, I affirm that I have read, understand and comply with all certifications listed above.

SIGNATURE OF PERSON AUTHORIZED TO SUBMIT THIS APPLICATION	NAME OF FIRST SIGNATORY
SECOND SIGNATURE IF REQUIRED BY YOU ORGANIZATION'S POLICY	NAME OF SECOND SIGNATORY