



Family and Community Support Services (FCSS) Eligible Expense Guidelines

These guidelines provide information on the FCSS funding eligibility in support of the FCSS Call for Funding Proposals. Please note that not every line applies to all organizations/programs.

ELIGIBLE EXPENSES

Personnel

Salaries and Wages

Gross salaries and wages for program staff including benefits. Expenses will only be funded to the extent that they are reasonably in alignment with sector averages for the credentials and experience of the staff.

- Staff positions directly linked to program delivery– should be specific on the role or title
 - Staff whose roles are **directly linked to program delivery** (e.g. case managers, support workers, facilitators, counsellors, etc.) are fully eligible.
 - For direct/indirect hybrid roles (e.g. Team Leads): only direct program delivery work should be included in this section. For example, a full-time Team Lead that carries half a caseload would only be expected to allocate 0.5FTE (full-time equivalent) to this direct program delivery section.
 - For roles that only provide occasional direct program delivery (e.g. a program manager who steps in for case managers, or a part-time accountant who provides financial skills training) only the portion of their time dedicated to those program delivery is eligible here.
- Staff positions **indirectly linked to program delivery** - activities in consideration of frontline supervision and administrative support to the delivery of the program;
 - This supervision and support component can be shown as a separate line or built into existing roles whichever aligns with the organizations financial policies.
 - Administrative support for the delivery of the program (e.g. Accountant, Communication, or IT): up to 10% of total value of direct program delivery staff positions.

Program Staff Benefits

- Benefits for program staff not already covered in the Salaries/Wages line item.
- Mandatory Employment Related Costs (MERCs): Canada Pension Plan (CPP), Employment Insurance (EI), Workers Compensation premiums (WCB).
- Other benefits in alignment with the organization's HR policies.

Travel and Parking

This includes staff travel and parking costs for the direct delivery of client service or for activities directly related to the program such as:

- Servicing and maintaining a company vehicle used **solely** for client service delivery. This includes lease expenses, insurance, maintenance and gas.
- Mileage and Parking for program delivery.

Materials and Supplies

This section should include the direct program delivery expenses not covered in the previous sections. Some examples include:

- Program Materials (i.e. for participants workbooks).
- Program Advertising, Promotion, and Marketing.
- Staff Communications for Client Purposes.
 - Cell phones are eligible for program staff if the position requires them to be out of the office or on-call. Phone costs are ineligible where the device is not used for program purposes at least 80% of the time.
- Technology costs related to program delivery.

Other expenses

This section should be used for the administrative expenses to deliver the program, not the administrative costs of the organization. Some examples include:

- Programming Space.
- For any space to be used for client-oriented activities.
- General Liability Insurance.
- Audit Fee (for organizational or program financial audit statement).
- Staff and Volunteer Recognition.
- Staff Development & Training related to program delivery.
- Organization's Dues/Memberships related to the program delivery.

INELIGIBLE EXPENSES

The following expenses are not eligible for FCSS funding:

- The purchase of land or buildings.
- The construction or renovation of a building.
- The purchase of motor vehicles.
- Any costs required to sustain an organization that do not relate to direct service delivery under the program.
- Municipal property taxes and levies.
- Any payments to a member of a board or committee.