

Eligible Expenses Guideline

1. All funds must be used effectively, economically and ethically and will be administered in a manner consistent with the requirements and schedule outlined in the grant agreement between the RTOERO Foundation and the recipient of the grant (Grantee).
2. Salaries: Within the proposed project budget, line items for personnel are eligible only if those funds are for direct costs (i.e. used to cover staff salaries & benefits directly related to the project and only during the project period). Allocation of existing personnel to the project are not eligible expenses, unless they are clearly identifiable and attributable to the project.
3. Indirect costs: the RTOERO Foundation does not provide funding for indirect costs. Funding from the Foundation must contribute towards the direct costs of the project for which the grant was awarded, and the benefits should be directly attributable to the project.
 - Capital costs: the Foundation does not provide funding for capital costs, which include, but are not limited to, buildings (purchase or renovation), office/lab equipment, vehicles, machinery, computers, printers, etc.
 - Overhead costs: the Foundation does not provide funding for overhead costs, which include, but are not limited to, office rent/lease, utilities, insurance, office supplies, advertising/marketing, legal/accounting fees, taxes, etc.
4. Travel: when travelling for the purposes of an RTOERO Foundation-funded project, it is the expectation that the Grantee research which method of transportation is the most cost effective for each meeting/event. The Grantee must do their best to pursue the most affordable option.
5. The Grantee shall keep and maintain all financial records (including invoices) and all other non-financial documents and records relating to the project in a manner consistent with generally accepted accounting principles.
6. The final determination of eligibility of expenditures rests with the RTOERO Foundation.

If further clarification is required, please reach out directly to the RTOERO Foundation office at foundation@rtoero.ca.

Actual costs must be directly attributable to, and necessary for, the completion of the project. Project expenses claimed must represent an incremental increase in the Grantee's normal operating expenses. All existing indirect operating expenses related to the project are not considered eligible for funding from the RTOERO Foundation. The Grantee shall use the funds awarded by the Foundation solely towards the following categories of ***eligible expenses***:

Eligible expenses	Ineligible expenses
Salaries	
<ul style="list-style-type: none"> Salaries and benefits of personnel, including new staff, permanent or temporarily hired to deliver the project, including fees paid to third-party contractors. Costs related to project salaries, wages and benefits may only be claimed in proportion to the amount of time spent working directly on the project. 	<ul style="list-style-type: none"> Payments to project personnel as consulting fees or honoraria (over and above the individual's normal salary). Fees paid to third-party contractors at rates above fair market value within the nonprofit sector. Costs related to proposal development.
Travel & accommodation	
<ul style="list-style-type: none"> Air travel: only the cost of an economy class flight is eligible, and tickets must be the lowest, direct flexible fare. Train: only the cost of Escape or Economy class tickets are eligible. Car: eligible at \$0.70 per kilometer. Meals: limited to a maximum of \$25 for breakfast, \$30 for lunch, and \$50 for dinner (including taxes and gratuities at a maximum 18% gratuity). 	<ul style="list-style-type: none"> Non-project specific food, beverage and accommodation expenses. Alcoholic beverages. Hotel services (room service, personal phone calls, entertainment, laundry, dry cleaning, valet parking) Reimbursement for airfare purchased with personal frequent flyer points. Additional costs for excess of more than one check-in baggage. Commuting costs between residence and place of employment.

Operating expenses	
<ul style="list-style-type: none"> • Cost of direct materials and supplies, necessary for the completion of the project, and pro-rated for the duration of the project. • Fees paid for the purpose of participant recruitment and engagement. • Cost involved in providing personnel with training and/or development, necessary for the completion of the project and pro-rated for the duration of the project. • Meetings and events pertaining to the project (e.g., meeting room rentals). Minor refreshments for key events are eligible expenses; catering is not eligible. • Costs of developing web-based information, including website maintenance fees. • Costs associated with the dissemination of findings, including translation costs (up to maximum 10% of total project cost). 	<ul style="list-style-type: none"> • Costs not directly associated with meeting the deliverables and milestones set out in the funding agreement. • Expenses of a personal nature. • Entertainment expenses & gifts. • Tax expenses (including but not limited to sales taxes, tax filing, income taxes). • Fines and penalties. • Costs related to intellectual property, including licenses and patents. • The following activities are not eligible for funding: conferences or event sponsorship, endowment, emergency appeals, general fundraising, government lobbying/relations, partisan political activities, projects outside Canada, reducing a capital/operating deficit, religious activities, retroactive funding, staff awards & recognitions.