

Third Party Funding Guidelines

Funding Guidelines

WorkplaceNL may provide funding from time to time to third parties to undertake activities and initiatives which advance the vision of WorkplaceNL, namely one of “safe and healthy workplaces within a viable and sustainable insurance system which reduces the impact of workplace injuries by providing the highest level of service to workers and employers.” Some examples would include: the establishment of safety sector councils; research on topics related to occupational health and safety; and funding of worker and employer advisors and stakeholders.

The following provides guidance to ensure the prudent use of funding and that accountability is established for the accomplishment of the goals and objectives of funded activities.

Proposal and Budgeting

Support is based on the submission of a work plan with clearly defined timelines and measurable outcomes. Budget items are to be related to the objectives and requirements of the proposed project or service and demonstrate the link between the activities/work-plan and the funding requested. Overall costs will also be a factor in providing support to any proposal.

Applicants must also demonstrate that the grant and/or any financing from other sources will provide adequate financial support to achieve the objectives of the proposal. Resources to be provided to the project from the requestor are to be reflected in the budget as ‘in-kind’ contributions and are not subject to reimbursement (i.e. accommodation within existing office space, incidental use of administrative resources/items). WorkplaceNL reserves the right to request additional information during the assessment process in order to fully evaluate the project.

The applicant must provide a description and a justification for each budget item essential for the conduct of the project or provision of service. WorkplaceNL will support the direct and incremental costs of the project including:

- salaries, benefits (ie CPP, EI premiums)
- consultants
- travel (transportation, accommodations, and meals)
- materials & supplies
- facilities
- equipment
- other costs.

Level of Detail Required For Each Expense Category:

Salaries and Benefits	<p>This category should include the following:</p> <ul style="list-style-type: none"> • The number, titles of people to work on the project • The hourly or annual wage • Details of benefits and applicable rates (CPP, EI, other) • The percentage or # hours of time staff will devote to the project
Consultants	<p>Indicate for each person :</p> <ul style="list-style-type: none"> • The person's job title and tasks • The cost related to the project (hourly rate, # hours)
Travel	<p>The description must mention:</p> <ul style="list-style-type: none"> • Who will travel (e.g., staff, participants, consultants) • Travel expenses related to this person (including the means of transport) • The places of departure and arrival, if possible • Frequency of trips
Materials and Supplies	<ul style="list-style-type: none"> • Indicate the reason for the purchase of materials or supplies • Indicate the items to be purchased
Facilities	<ul style="list-style-type: none"> • Indicate the daily rental costs and all related expenses
Office Equipment	<p>Indicate :</p> <ul style="list-style-type: none"> • The item purchased/leased • The quantity • The unit price
Other	<ul style="list-style-type: none"> • Indicate the type of expense • Indicate the # of units, unit price and total cost
Management/ Administrative support	<ul style="list-style-type: none"> • For salaries & benefits or professional fees, state the annual salary and percentage of time or total hours general management and/or support staff will devote to the project. • Office space: specify the square footage, rate and/or percentage of space to be utilized by the project.

Rates for salaries, benefits, consulting fees, rental charges and other costs will be assessed according to regional standards and other related norms.

Reimbursement of travel costs are to be at rates no greater than those permitted by the Provincial Government for the public service, which are available on their website:

<https://www.gov.nl.ca/exec/tbs/working-with-us/policies/#4h>

No more than 20% of the amount granted to the applicant can be used for administrative expenses/overhead. Administration costs could include, but are not limited to, indirect salaries and benefits of administration and managerial supervision; office supplies, professional fees (e.g. accounting); office equipment (i.e. photocopiers and computer equipment); postage/courier; telephones/fax/internet; lease of office space, and utilities.

For funding less than \$100,000, successful applicants may receive a 90% advance for the approved project contribution.

For grants above \$100,000, successful applicants can receive quarterly payment advances based on the approved annual budgets and workplans submitted by the organization. Disbursements of funds will only be provided based on satisfactory quarterly progress reports.

In all cases, there will be a holdback of 10% of the approved contribution pending receipt and approval of a final report and financial statements, as applicable.

Governance

Funding recipients will enter into a contract with WorkplaceNL which will detail the rights and obligations of the respective parties, including the right of WorkplaceNL to audit the use of funds by the recipient, and provisions regarding requirements for information security, privacy and confidentiality.

Funding recipients must exercise due regard for the efficient and prudent use of funds. Goods and services are to be obtained using a fair and competitive process. Funding recipients will be required to submit their policies governing conflicts of interest.

Reporting

Recipients must submit quarterly reports detailing funds spent to date and details of progress in execution of the business plan and accomplishment of the stated objectives.

All projects must be completed and a final report submitted within six weeks of completion of the project. Failure to submit the final report within this time frame may result in a forfeiting of the final payment.

Financial Records

- a) Funding recipients are required to maintain books and records of accounts for the duration of the contract.
- b) Industry associations or funded groups shall ensure that their annual financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). All funds provided by WorkplaceNL must be segregated.
- c) WorkplaceNL reserves the right to audit the use of funds by the funding recipient. The audit may be performed by either WorkplaceNL staff or an independent auditor contracted by WorkplaceNL. The nature of the audit may be financial, operational, compliance and/or value-for-money.

Financial Statements

Industry associations and funded groups are expected to submit to WorkplaceNL (or make available via websites) on an annual basis, financial statements that meet the following criteria:

- a) Audited financial statements are required if the funding is greater than \$500,000 per association or funded group. This is a cumulative amount for all projects.

- b) Unaudited financial statements prepared by an independent qualified accountant are sufficient for funding that is less than \$500,000 per association or funded group.

WorkplaceNL should receive financial statements no later than three months after the end of the fiscal year of the association or funded group.

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