**MCIP Eligible and Ineligible Costs – Plans, Studies and Demonstration Projects**

## Eligible and Ineligible Costs

This table outlines what costs can be partially reimbursed by FCM.

Please pay particular attention to any costs that may be ineligible. Please also note that definitions and eligibility of cost categories may vary from that of the Green Municipal Fund.

**Note: If your application is approved, expenses that are eligible for partial reimbursement must be:**

- **If your project has already started, please contact us to discuss eligibility.**
- Invoiced directly to the lead applicant.
- An integral and an essential component of the initiative required to help achieve the environmental objective of the initiative.
- Actually and reasonably incurred in accordance with applicable industry standards.

FCM reserves the right to audit financial statements or expenses incurred at a future date, as audits of the submitted costs will not be conducted as a normal course of business when a disbursement claim is submitted. Please keep financial accounts and records, including but not limited to contracts, invoices, statements, receipts, and vouchers, for at least six years.

| Cost Category | Eligible costs | Ineligible costs |
|---|---|---|
| **Section A: Costs incurred prior to date application received by FCM** | | |
| **1) Pre-application** | If your project has already started, please contact us to discuss eligibility. Please refer to the cost categories under section B for further details. | Cost of developing a proposal or application. |

| Section B: Costs incurred after date application received by FCM | | |
|---|---|---|
| **2) Administrative and Overhead Costs** | Administrative costs that are directly linked to and have been incurred for the initiative, such as:<br>• Communication costs (e.g. long-distance calls or faxes).<br>• Permits or certifications required for the initiative.<br>• Printing or photocopying by outside suppliers.<br>• Acquisition of documents used exclusively for the initiative.<br>• Document translation.<br>• Transportation, shipping, and courier costs for delivery of materials and services essential for the initiative.<br>• Advertising costs essential to communicating the initiative to the public such as website development, public surveys, advertising development, and media distribution. | • Office space, real estate fees and supplies.<br>• Financing charges and loan interest payments.<br>• Promotional items.<br>• Any transportation expense related to ongoing or other business activities.<br>• Advertising costs for general education or publicity that is a result of ongoing or other business activity and not a specific requirement of the initiative.<br>• General overhead costs incurred in the ordinary course of business. |
| **3) Audit** | The cost of a financial audit of the reported Eligible Costs if required by FCM. | |
| **4) Capital** | • Specialized system hardware.<br>• Software costs up to a maximum of $25,000 will be accepted, unless otherwise approved by FCM.<br>• **For Demonstration Projects only :** Rental or purchase of equipment which are essential for conducting the small-scale activity. This would include construction costs, materials, renovation and modernization costs, and installations costs. | • Purchase or lease of real estate.<br>• Capital costs related to ongoing or other business activities and not a specific requirement of the initiative. |
| **5) Equipment rental** | Rental of tools and equipment. | Rental of tools or equipment related to ongoing or other business activities. |
| **6) In-Kind** | | • Any goods and services that are received through donation or in-kind. |

| | | |
|---|---|---|
| **7) Meetings and public gatherings** | Costs related to meetings and public gatherings that communicate the initiative to the public and that collect feedback, such as:<br>• Facility rental<br>• Audiovisual equipment | Any hospitality expenses such as:<br>• Food and drink<br>• Alcohol<br>• Door prizes<br>• Entertainment<br>• Music<br>• Decorations<br>• Flowers, centerpieces<br>• Etc. |
| **8) Services** | Fees for professional or technical consultants and contractors. | • Costs associated with business activities not related to this initiative.<br>• Legal fees. |
| **9) Staff salaries** | Direct staff time working on the initiative, with supporting timesheets. | • In-kind contribution of services<br>• Costs related to ongoing or other business activities and not a specific requirement of the initiative. |
| **10) Supplies and materials** | Supplies and materials that are specifically needed to undertake the initiative. | Costs related to ongoing or other business activities and not a specific requirement of the initiative. |
| **11) Taxes** | The portion of taxes for which your organization is not otherwise eligible for rebate. | The portion of Provincial/harmonized sales tax and Goods and Services Tax for which your organization is eligible for rebate, and any other costs eligible for rebates. |
| **12) Travel and accommodation** | Travel and associated expenses for you, your partners and consultants to the extent that the travel and accommodation rates comply with the National Joint Council Travel Directive, and to the extent that such travel is necessary to conduct the initiative:<br>www.njc-cnm.gc.ca/directive/d10/en | Any travel expense that is not paid in accordance with the National Joint Council Travel Directive. |