



HALIBURTON COUNTY DEVELOPMENT CORPORATION

A Community Futures Development Corporation

Guideline for Expenses – Local Initiatives Program *Project must take place and expenses must be incurred between April 1, 2023 and March 15, 2024*

Claims

All expenses must be recorded on the appropriate claim form.

HST

Organizations that collect and are reimbursed for HST must deduct the reimbursed amount from the claim amount. Only claim the HST amount you do not get back from the government.

Expenses

All expenses must be accompanied with an invoice / receipt and proof of payment (ie. copy of cheque, bank statement, visa statement, etc.) in order to be eligible for reimbursement.

Eligible Costs:

- Any direct capital or non-capital cost of the project.
- Must relate directly to the project activities.

Ineligible Costs:

- Development of basic websites.
- Operating costs of ongoing operations.
- Wages for current staff. (Funding for current staff is eligible if it is for additional hours required to undertake the project)

Funding Criteria

- Project expenses must be incurred between April 1, 2023 – March 15, 2024.
- The Local Initiatives Program may cover up to 100% of eligible costs. Please refer to your Letter of Offer for complete details.
- Projects requesting 100% must show in-kind contributions.
- Partnerships and other funding sources are encouraged.