



# 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, 2024 and March 15, 2025*

### **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, 2024 – March 15, 2025.
- 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.