



THE FEDERATION

of COMMUNITY SOCIAL SERVICES of BC

POLICY: Administration of General Meeting Travel Subsidy

Amended: 4 January 2016

Created: 19 May 2010

Purpose: To offset costs of member agency participation in the three annual Federation Provincial Events (held in June, October and February), for those agencies whose geographic location and budget size make it unlikely that a representative would be able to attend a meeting.

Rationale:

- The Federation is a Provincial organization and represents all members regardless of geography, size, and scope.
- These three Federation events are one of the key benefits offered to members and support leadership development, networking, and learning. It is also a key opportunity for the Board and staff of The Federation to learn from their diverse constituents. Participation of as many member agencies as possible is in the best interests of the individual agencies as well as The Federation collectively.
- Due to the high costs of travel and the relatively small agency budgets of our member agencies in the Kootenays, Cariboo, Northeast, Northwest and North Island/Coast, these agencies are often not able to send representatives to the general meetings or workshops. As a result, they are unable to access the same benefits as other members and The Federation has less opportunity to become informed about their issues and interests.
- As we endeavour to build our presence and relationships in all regions and communities of BC, we need to nurture stronger relationships with agencies who understand their communities and who are willing to be 'Federation ambassadors' in their area.
- Recognizing the increasing cost pressures on Federation member agencies and the struggles that smaller agencies may have with covering off professional development and travel expenses, even when they are in more urban locations.
- Eligibility criteria was developed to ensure that those agencies that appear to have the greatest costs to attend a Provincial meeting have the greatest level of support. Provincial meetings will continue to be designed to be low barrier and affordable for all member agencies.

Eligibility and Expectations:

The subsidy will be available on a first come-first served basis and The Federation will endeavor to provide as many subsidies as possible within the available budget. A maximum of \$24,000 will be allocated in The Federation budget for the travel subsidy program from general revenue.

FULL Member agencies may be eligible for a travel subsidy (A to D agencies for each of three events per year; for E to G agencies once per year) according to the following criteria:

	Agency Annual Budget	Location	Amount eligible for /year	Amount eligible for /each event
A	Under \$5,000,000	Extreme Remote	\$3,000	\$1,000
B	Under \$500,000	Remote*	\$2,100	\$700
C	Between \$500,000 and \$1M	Remote*	\$1500	\$500
D	Between \$1M and \$1.5M	Remote*	\$900	\$300
E	Under \$500,000	Agency is located more than an hour away from the nearest Provincial Event***	\$250	
F	Between \$500,000 and \$1M	Agency is located more than an hour away from the nearest Provincial Event***	\$200	
G	Between \$1M and \$1.5M	Agency is located more than an hour away from the nearest Provincial Event***	\$150	

*Remote locations where travel is difficult – Kootenays, Cariboo, Northeast, Northwest

**Kootenays, Cariboo, Northeast, Northwest, North Island/Coast; for more information please contact the Federation office

***Based on using an online map tool to calculate driving distance from an agency's head office to the nearest Federation Provincial meeting location; for more information please contact the Federation office

Application Process:

- Member agencies will complete an application and submit to the Director of Administration **OR** member agencies may submit a letter (on letterhead signed by a representative of the organization) outlining need and confirming eligibility to the Director of Administration.
- Applications will be accepted at any time and for any of the Provincial Events (once per year).
- Applicants that meet the eligibility criteria will be funded, provided that there are funds available in the annual budget.