THE FEDERATION
of COMMUNITY SOCIAL SERVICES of BC

**Administration of Member Travel Subsidy**

**Purpose:**
To offset costs of member agency participation in the three annual Federation Provincial Events held in February, June and October, 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 identified locations, 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 endeavor 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.
- 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 is 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 is available to Full member agencies 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 is allocated in The Federation budget for the travel subsidy program from general revenue.

FULL Member agencies may be eligible for a travel subsidy according to the following criteria:

| Agency Annual Budget | Location | Maximum Amount per year | Maximum eligible amount for each event |
|---|---|---|---|
| Under $5M | Extreme Remote<br>(North Region and North Vancouver Island) | $3,000 | $1,000 |
| Under $5M | Remote<br>(Kootenays, Cariboo, Sunshine Coast) | $2,250 | $750 |
| Under $2M | Agency is located more than one hours commute from the event | $250 | $250 |

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**Application Process:**

- Member agencies complete an application and submit as per the application instructions.
- Applications are reviewed and accepted in the order and at the time they are received for any of The Federation Events to a maximum as determined above.
- Applicants meeting the eligibility criteria will be funded, provided that there are funds available in the annual budget.