



## **Training Subsidy Program Disbursement Policy**

*As of September 2016*

1. Funds available for the TSP will be limited and equal to the amount of CADA-ON's Canada Council for the Arts project grant.

2. At the beginning of each fiscal year, CADA-ON will divide the total disbursement available for the program across the three claim periods (October, March and June).

i.e. For 16/17, there is \$37,000 in Canada Council funding for the program; divided by 3 = \$12,333.33 available to be disbursed per claim period

3. Each claim period, CADA-ON will total all of the submissions. If the total reimbursement amount is over the amount available to disburse that period, then we will determine by what percentage it's over. Then, we will reduce each person's reimbursement by that percentage.

i.e. If there were 40 claims at \$325 (total \$13,000), we would be \$667 over the cap of \$12,333 (0.05 %). We would reduce each claim by 0.05 % (\$16.25). The 40 payments would then equal \$308.75 instead of \$325.

4. If there are funds leftover after the last claim period is tallied up, CADA-ON will consider the balance 'owed' from any reductions in reimbursements over the fiscal year and distribute funds to members based on previous claims. These disbursements will be calculated in the same manner as the original reductions, based on a percentage of funds available, up to the individual cap.

5. In the event that the first two claim periods are underused and there is a significant amount of leftover funds by final claim period, CADA-ON may open up the final June 1st deadline to receipts for the entire year (offering a second chance to anyone who missed an earlier deadline).

6. If there are still significant funds remaining after the final claim period, we will divide among members by the same method that we calculate reductions (based on a percentage), toward receipts submitted over the 60% allowance and/or individual caps. For this reason, members

are encouraged to submit all receipts for training, even after individual caps have been reached. This also helps CADA-ON to advocate for increased funding!

*For any questions regarding this policy, please contact [office@cada-on.ca](mailto:office@cada-on.ca)*