

CIF Contracting and Payment Process Overview

Contracting Process:

To be a project leader or assistant you must:

- Complete a Criminal Record Check (we cover the cost)
- Sign a contract with VCH
 - The contract will reflect the details of the finalized Proposal and Budget
 - The project starts once the CIF program receives the results of the record check and contracts have been signed
- Complete a 10-15 minute online VCH Privacy and Confidentiality Course (no cost)
- Complete a brief (3 minute) Workforce Survey
 - The survey is for statistical purposes and helps the CIF program continue to receive funding from provincial and federal governments

Fees for Service:

- Max \$\$ amount cannot be increased after contract is signed
- If you included Fees for Service in your budget (if you are paying yourself for your time), it will count as income and you will receive a T4A slip for taxes for the tax years affected.
- Your SIN number will be required for this purpose

Expenses:

- Max \$\$ amount cannot be increased after contract is signed
 - However, there is some flexibility to reallocate funds to other expenses, provided they are identified on the approved budget
- Unexpected Expenses can only be applied to expenses (not Fees for Service)

Payment Process:

- Funds are not provided upfront
- Expenses require original receipts in order to reimburse
- Request for payment must be submitted after services are provided (Fees for Service), then payment will be processed
- First payment by cheque takes 4 weeks
- Subsequent payments take 2-3 weeks
- Option to set up direct deposit
 - There may be an additional delay of 1 week on the first payment to set up direct deposit
 - Subsequent direct deposit payments take 10-12 days