

Financial Support for Provincial Association Development Policy and Procedure

Date of Approval: July 22, 2026

Date of Review: July 2029

Policy Statement

The Canadian Association of Genetic Counsellors (CAGC) recognizes the value of professional regulation and the important role that provincial organizations play in advancing the genetic counselling profession within their respective jurisdictions. While CAGC operates at a national level and cannot directly pursue regulation activities within individual provinces, it is committed to supporting provincial organizations in their development and capacity-building efforts.

Purpose

The purpose of this policy is to establish a framework for providing financial assistance to provincial organizations seeking to support the development and advancement of the genetic counselling profession within their province.

Scope

This policy applies to provincial genetic counselling organizations and organizing committees seeking financial assistance from CAGC for start-up and organizational development activities, as well as organizations that have previously received funding and continue to access approved financial support.

Existing Funding Commitments and Transition

The implementation of this policy shall not negatively affect provincial organizations or organizing committees that have already received approval for financial support prior to the approval of this policy.

Organizations that have previously been approved for funding shall:

- Continue to receive reimbursement up to the amount previously approved by the Board, subject to available funds and submission of appropriate documentation and receipts.

- Be required to comply with the reimbursement, reporting, amendment, and record-keeping requirements outlined in this policy for any future reimbursement requests.
- Be permitted to submit requests for reasonable amendments to timelines, budgets, or project activities in accordance with the **Procedure for Requests Requiring Flexibility or Amendments**.
- Not be required to submit a new funding application unless requesting additional funding beyond the amount previously approved.

Any requests for additional funding beyond the original approved amount shall be considered a new funding request and shall be assessed in accordance with this policy.

Financial Support

1. CAGC may provide reimbursement of eligible start-up and organizational development expenses up to a maximum of \$1,500 per provincial organization.
2. Eligible expenses may include:
 - Incorporation fees;
 - Registration fees;
 - Legal consultation related to establishing the organization;
 - Administrative expenses required to establish the organization;
 - Other reasonable expenses approved at the discretion of the Board of Directors.
3. Funding is subject to:
 - Availability of funds;
 - Approval by the Board of Directors;
 - Submission of appropriate documentation and receipts.
4. Approval of funding requests shall be considered on a case-by-case basis and does not guarantee future funding.

Budget and Expenditure Flexibility

Applicants must provide an estimated budget outlining anticipated expenses as part of their initial funding request. The budget is intended to assist the Board in understanding the scope and purpose of the proposed activities and does not constitute approval of specific expense items.

Funding approvals will be made for a maximum amount, not for individual budget line items.

Recognizing that project needs and costs may evolve over time, reasonable adjustments between budget categories are permitted provided that:

1. The approved funding amount is not exceeded;
2. Expenses remain directly related to the activities and objectives outlined in the approved proposal;
3. Any significant changes to the scope, purpose, or nature of the activities are communicated to and approved by the Board or its designate in advance;

4. Supporting documentation and receipts are maintained and submitted as required.

Where applicants anticipate the need for flexibility, accommodations, or expenditures that cannot be fully identified at the time of application, they should outline these considerations within their proposal. The Board will consider such requests when determining funding approval and any associated conditions.

Procedure for Requests Requiring Flexibility or Amendments

1. Where a funded provincial association or organizing committee anticipates a material change to the approved budget, timeline, scope of activities, or deliverables, the primary representative shall submit a written request to the Executive Director by email as soon as reasonably possible.
2. The request should include:
 - A description of the proposed change;
 - The reason the change is required;
 - Any financial implications;
 - The impact on project outcomes, timelines, or deliverables; and
 - Any accommodations or special considerations being requested.
3. Upon receipt, the Executive Director shall review the request in consultation with the Treasurer and may seek additional information from the applicant if required.
4. The Executive Director and Treasurer shall provide a recommendation to the Board regarding the requested flexibility or amendment.
5. The Board may consider the request:
 - At its next scheduled meeting; or
 - By electronic vote where a time-sensitive decision is required.
6. Minor administrative changes that do not alter the purpose of the approved activity and do not exceed the approved funding amount may be approved jointly by the Executive Director and Treasurer and reported to the Board at the next regular meeting.
7. The applicant shall be notified in writing of the decision and any conditions attached to the approval.
8. All approved amendments shall be documented and retained with the original funding application and related financial records.

Roles and Responsibilities

Board of Directors

- Review and approve funding requests.
- Determine eligibility of proposed expenses.
- Exercise discretion regarding reasonable expenses not specifically identified in this policy.

Executive Director

- Receive and review funding proposals.
- Present funding requests, amendments and recommendations to the Board of Directors for consideration.
- Communicate Board decisions to applicants.

Non-Monetary Support

Provincial organizations may also request non-monetary support from CAGC. Such support may include:

- Access to communication channels for promotion and outreach;
- Distribution of information to CAGC members via a reciprocal e-blast agreement
- Representation on the National Provincial Territorial Working Group
- Use of space or opportunities at CAGC events, including the Annual Education Conference;
- Other supports approved by the Board of Directors.

Requests for non-monetary support shall be submitted to the Executive Director for review and Board consideration.

Procedure: Financial Support for Provincial Association Development

Step 1: Submission of Funding Proposal

A provincial organization seeking financial support shall complete the attached proposal (Appendix A) and submit it to the Executive Director. Organizations that have already received Board approval for funding are not required to submit a new proposal unless they are requesting additional funding or a material change to the approved project.

Step 2: Administrative Review

The Executive Director will:

- Review the proposal for completeness;
- Seek clarification or additional information if required;
- Forward the proposal, together with any recommendations, to the Board of Directors for consideration.

Step 3: Board Review and Decision

The Board of Directors will review the proposal and determine:

- Whether the request aligns with the purpose of the funding program;
- Whether the proposed expenses are eligible and reasonable;
- The amount of funding to be approved, if any.

The Board may approve, modify, defer, or decline a request.

Step 4: Notification

The Executive Director will communicate the Board's decision to the applicant organization in writing.

Step 5: Submission of Expenses

Approved organizations shall submit receipts and supporting documentation for reimbursement.

Receipts may be submitted on a quarterly basis to the Regional Representative and must:

- Relate to approved activities and expenses;
- Be accompanied by a summary of expenditures;
- Not exceed the approved funding amount or the maximum funding limit of \$1,500.

Step 6: Verification and Approval

The Board of Directors may review expenses on an item-by-item basis where required.

Step 7: Reimbursement

Once expenses have been approved:

1. The provincial organization shall complete the CAGC Expense Reimbursement Form.
2. The completed form and supporting documentation shall be submitted to the Treasurer.
3. The Treasurer will process reimbursement in accordance with CAGC financial procedures.

The Board recognizes that circumstances may vary across provinces and organizing committees. Funding requirements, timelines, and deliverables may require flexibility in certain situations.

Any flexibility or required accommodations will need to be communicated to the Executive Director who will bring it to the Board and Treasurer.

Record Keeping

The Executive Director shall maintain records of all funding applications, Board decisions, approvals, and reimbursements.

Appendix A

Financial Support for Provincial Association Development Funding Proposal Template

Maximum funding available per request: \$1,500.

1. Organization Information

Name of Provincial Organization or Organizing Committee: _____

Primary Representative: _____

Position/Role: _____

Email: _____

Phone Number: _____

2. Organization Description and Objectives

Provide a brief description of your organization and its objectives.

3. Summary of Proposed Activities

Describe the activities, initiatives, events, or projects for which funding is being requested.

4. Funding Request

Amount Requested (maximum \$1,500): \$_____

5. Proposed Budget

Outline all anticipated expenses and indicate how funding will be used.

6. Timeline

Provide key dates and milestones for the proposed activities.

7. Flexibility and Accommodation Requests

The Board recognizes that circumstances may vary across provinces and organizing committees. Funding requirements, timelines, and deliverables may require flexibility in certain situations.

Please identify any areas where flexibility, accommodation, or special considerations may be required, and explain the rationale. This information will assist the Board in evaluating the request and determining how best to support the proposed activities.

Where a funded provincial association or organizing committee anticipates a material change to the approved budget, timeline, scope of activities, or deliverables, the primary representative shall submit a written request to the Executive Director by email as soon as reasonably possible.

The request should include:

- o A description of the proposed change;
- o The reason the change is required;
- o Any financial implications;
- o The impact on project outcomes, timelines, or deliverables; and
- o Any accommodations or special considerations being requested.

8. Additional Information

Provide any additional information that may assist the Board in evaluating this request.

Declaration

I certify that the information provided in this proposal is accurate and complete to the best of my knowledge.

Authorized Representative: _____

Signature: _____

Date: _____

