

CABHI Matching Funds Guideline

PRINCIPLES

Matching contributions are crucial for the sustainability and impact of CABHI projects. By involving various stakeholders in cost-sharing, these contributions foster strong partnerships across private, public, and non-profit sectors. This collaborative approach enhances resource availability and broadens project support, boosting credibility and the likelihood of success. These principles are fundamental in aligning stakeholder interests with project goals, driving sustainable and impactful outcomes.

DEFINITIONS

Cash Contributions: are monetary investments made directly to the project. These are actual funds transferred to the project's budget by supporters, partners, sponsors, or the host organization. They are straightforward and quantifiable, making them relatively easy to document and report. For instance, if a non-government partner agrees to provide a specific dollar amount towards the project, this is considered a cash contribution.

In-Kind Contributions: refer to non-monetary support provided to the project. These can include goods, services, or time donated or redirected to the project rather than cash. Valuing in-kind contributions requires estimating the fair market value of the goods or services provided. Examples of in-kind contributions include:

- The donation or direct provision of equipment or software necessary for the project.
- The redirection or secondment of existing staff time and expertise to the project for the duration.
- Professional services provided pro bono or at a discount, such as consulting or legal assistance.

Both types of contributions are valuable for leveraging additional funding and demonstrating broad support for a project. They play a critical role in enriching the project's resources and potential for success, although they are accounted for, managed, and reported in distinct ways within the project's financial framework.

Matching Funds: are defined as new or incremental contributions, either in cash or in-kind, that are specifically allocated towards eligible project costs and directly attributable to the project. These are contributions that either would not exist without the project or are being explicitly redirected to support it.

Leveraged Funds: consist of existing investments within the Science, Technology, and Innovation (ST&I) activities of the host organization, utilized to complement and advance the project's objectives. These funds can be both cash and in-kind contributions and typically come from federally funded entities such as the Tri-Council (e.g., CIHR, NSERC, SSHRC), the Canada Foundation for Innovation (CFI), Federal Economic Development Agencies, or other organizations primarily supported by federal funding from various departments and agencies.

RESTRICTIONS ON CONTRIBUTIONS

The value of a company's product, device, or equipment ("solution") being directly tested or validated within the scope of the CABHI project cannot be counted as a cash contribution. However, ancillary costs required to prepare or make the solution testable, such as site preparation, are eligible. These costs may be covered as in-kind contributions from the contributor or financially supported by the host organization involved. This distinction ensures that although the solution used for testing is not counted as a cash contribution, its role in the project can be acknowledged and valued within the financial framework as a levered in-kind contribution.

The final decision on the eligibility of matching funds lies with CABHI.

For any inquiries or further clarification, please contact the CABHI office at info@cabhi.com or reach out to the CABHI Program team as listed on the program website.

VALUATION OF ELIGIBLE CONTRIBUTIONS

Category	Eligible	Non-Eligible	Valuation
Salaries and benefits	Actual salary costs, including fringe benefits, for employing personnel who contribute directly to the project. This includes dedicated full-time or part-time staff, and fees for individuals on employment contracts who are seconded to perform duties specifically related to the project.	<p>Payments to the project lead, co-applicants, and/or collaborators as consulting fees or honoraria that exceed the individual's normal salary.</p> <p>Salary overheads, external charge-outs, or consulting rates.</p> <p>Indirect salaries and costs of executive, management administrative, or support staff.</p> <p>Salary and costs involved in proposal development.</p>	<p>Compensation expenditures can be claimed only for the amount of time spent working directly on the project. This includes a dedicated allocation of full-time equivalent (FTE) or direct costs charged through a time management system. It is required that the proponent maintain accurate records for all employees engaged directly in the project.</p> <p>Compensation expenses will be valued at cost.</p>
Professional and technical services	Consulting fees and/or technical expertise directly related to the funded project, including services provided by professionals such as lawyers, accountants, and other specialists.	<p>Fees not directly associated with meeting the deliverables and milestones set out in the project.</p> <p>Fees associated with proposal development and contract review.</p>	Professional and technical services will be valued at cost.
Travel and subsistence costs	<p>Project specific out-of-pocket travel and subsistence expenses for work in the community or at an external trial-site that is directly associated with meeting the deliverables and milestones of the project.</p> <p>Conference costs and registration fees that are relevant to the funded project, provided the conference content aligns specifically with the project's themes or objectives.</p>	<p>Costs covering conference fees, travel, hotels, and food for attending events or meetings unrelated to the project.</p> <p>Entertainment expenses, gifts, awards, and alcoholic beverages.</p>	<p>Travel shall be conducted using the most practical and economical method available.</p> <p>Travel and subsistence costs will be valued at cost.</p>



Category	Eligible	Non-Eligible	Valuation
<p>Equipment, materials and supplies, such as computers, IT equipment, and electronic communications devices.</p>	<p>Costs associated with providing necessary equipment, materials, and supplies to support the project. This includes expenses incurred for items that are not already furnished by the host organization such as specialized machinery, technical instruments, and essential operational supplies.</p>	<p>Costs or rental equivalents that exceed the accepted values had the equipment been donated or sold at market rate.</p> <p>Development costs incurred before the official start date of the project.</p> <p>Depreciation costs for equipment that has been donated to the project.</p> <p>Direct costs and depreciation of the product, device, or equipment (the “Solution”) that is being directly tested or evaluated in the project.</p>	<p>New equipment, materials, and supplies are valued at:</p> <p>Retail selling price for stock items, or direct cost.</p> <p>Donated used equipment, materials, and supplies are valued at:</p> <p>Fair market value, or company net book value.</p> <p>Loaned equipment, materials, and supplies are valued based on:</p> <p>Rental equivalent during the period, determined by standard rental or lease agreements.</p>
<p>Software, licenses, new technologies, and databases</p>	<p>Cost of purchasing software and licenses essential for the project, when not already available through the host organization.</p> <p>Development costs associated with creating new technologies specifically for the project.</p> <p>Access to specialized databases that are unique and relevant to the project’s scope.</p> <p>Costs for collecting, de-identifying, and archiving data are covered when the data are vital for the project’s success, with a commitment to archive this data in a public domain database shortly after the project concludes.</p>	<p>Costs of new software and new technologies that exceed the scope or duration of the project.</p>	<p>Software, licenses, new technologies, and databases will be valued at cost.</p>



Category	Eligible	Non-Eligible	Valuation
Use of facilities, meeting rooms, and event spaces.	<p>Donated meeting rooms, space, or facilities that would typically incur a fee if not provided in-kind.</p> <p>Donated office space, either at host organization or offered by the contributor, provided it is additional to what is typically included under regular employment conditions, such as extra office space needed to accommodate project team members, staff, and collaborators.</p> <p>Rental costs for specialized equipment necessary for the project or hosting events.</p>	<p>Indirect or overhead costs that include general facilities, basic utilities, office equipment or furniture purchase and repair, administration fees, insurance for equipment, and basic communication devices like telephones and fax machines, which do not directly contribute to the project.</p> <p>Opportunity costs, defined as revenues foregone by the contributor due to refraining from other beneficial activities because of their involvement in the project and related programs.</p>	<p>The value of meeting room use shall be based on the rates normally charged to staff, rather than the higher rates charged to external clients.</p>
Other expenditures	<p>Other expenditures directly related to achieving the project's deliverables and milestones, provided they are within the project's defined scope and duration.</p>	<p>Other expenditures that are not directly related to achieving the project's deliverables and milestones.</p> <p>Other expenditures incurred beyond the project's defined scope and/or duration.</p>	<p>Other expenditures will be valued at cost or using the most appropriate method of valuation, to be approved by CABHI.</p>