

## Regional Future Workforce – Empowering Equity in STEM Pilot Program

### Frequently Asked Questions:

- 1- Question of clarification for the Eligible Expenses: With regards to the section on salaries to not exceed \$5000/month – is this a total or per person?**

**Answer:** Per person. Existing staff who may have salary exceeding \$5k per month will have their salary treated as if it was \$5k per month for expense purposes.

- 1- Regarding OVIN surveys: Are they required for all types of programs, even workshops?**

**Answer:** Yes - Surveys are required for all programs.

- 2- For youth younger than grade 4, I assume we are only required to have the teacher survey filled out.**

**Answer:** Yes. For those younger than grade 4, only the teacher surveys will need to be filled out. Confirming that proponents are responsible for administering surveys and aggregating the data.

- 3- Want to clarify if catering includes meals for staff that are travelling? Also, what about student volunteers?**

**Answer:** If it is a workshop or program activity that is directly related to the project and you have students participating in these activities, you can order catering and distribute it to participants. This is part of the eligible expenses, however travel meals for staff are not eligible. *Please refer to the eligible expenses [document](#) for more information.*

- 4- A question related to purchasing equipment for the program? Ex: laptops. Does this need to be pro-rated?**

**a. If Yes: How do you prorate a \$500 laptop for a 2-month period? Seeking guidance on how to do that appropriately.**

**b. Is there a calculation for the pro-rated costs?**

**Answer:** For items under \$500 – no need to bother with prorating. For expenses over \$500 follow CRA guidelines for depreciation expenses. (Class 50 – 55%)

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/sole-proprietorships-partnerships/report-business-income-expenses/claiming-capital-cost-allowance/classes-depreciable-property.html>

**5- Since OVIN is providing surveys, are applicants expected to develop additional evaluation and surveys beyond what has been provided?**

**Answer:** The OVIN surveys are sufficient; no additional evaluation is required unless you feel it's helpful for overall reporting. Please note that we are expecting each organization to administer the surveys and aggregate the data to add to the final OVIN report accordingly.

**6- You mention that preference will be given to applications that highlight multiple audience segments within multiple regions – if it came down to choosing between two applicants, is the preference that we reach more students or more regions?**

**Answer:** Both are factors that we care about – we can't identify a preference of one or the other.

**7- Can you please share more info about the format of the OVIN showcase later in September?**

**Answer:** We don't have a specific format for the final showcase event yet – we want to hear from applicants about how they would like to participate and engage so we can shape it accordingly. Please note that there is a question in the application about how you would like to participate in the showcase event.

**8- Question about expenses – what time period are expenses allowed to be started? Do we have to wait until the activation date outlined in the guidelines (June 24th)?**

**Answer:** Once the project is activated, any expenses can be incurred. Any expenses before the activation date/ agreement signature are at risk of the applicant.

**9- Do you know who will be on the external review committee? Do you know if they are from academia or industry?**

**Answer:** We cannot share the information about the External Reviewers.

**10- Can you please confirm whether French-speaking youth, who are a minority in our region, would be considered an underrepresented group?**

**Answer:** Again, we are moving forward with a consistent definition to ensure we are being fair to all applicants. You can find this definition in the [program guidelines](#). If you can provide justification based on the definition provided, then that should be sufficient.

**11- Wanted to confirm that LinkedIn profiles are accepted as resumes?**

**Answer:** If the LinkedIn profile has enough information, it should be fine.

**12- In this pilot program, is it an open call for applications or are the original successful applicants from the first RFW program being invited back to submit proposals?**

**Answer:** This is an open call for applications.

**13- If we purchase equipment (ex. Robot) but it will not be purchased without the program, can we claim 100% of it instead of prorated to the length of the project?**

**Answer:** Not if it has a useful life after the end of the project according to the CRA depreciation guidelines.

**14- Can we get a better understanding of the reasoning for the pro-ration? Purchasing equipment is a big part of running the program. What if we donate the equipment back to the program who is using it?**

**Answer:** Items with a material resale value at the end of the project must be pro-rated, donating them would not change this.

**15- If the equipment (i.e. laptop, robot) is rented from an academic institution, would this cost be an eligible expense?**

**Answer:** Renting is fine, probably preferable than purchasing outright given the short program duration.

**16-Based on experience, had purchased a laptop and pro-rated it for the program. As far as materials, we did buy small solar car kits and robots that were for coding and those were all eligible expenses at 100%. Not sure if there's a difference between that and larger pieces of equipment. What is the scale/magnitude of the threshold? Materials vs. equipment.**

**Answer:** Consumables and similar materials are eligible, but materially significant items with a useful life after the project is completed need to be prorated according to the CRA policy. Typically, anything valued over \$500.