



Administration Fee Policy

The Bulkley Valley Research Centre (BVRC) is a recognized non-profit society and an established registered charity. The BVRC has operated since 2002 and administered in excess of \$9,000,000 in program funding. This document outlines the BVRC Administration Fees. Administration fees are the main source of revenue for the Centre and are the mechanism by which the Centre provides project support and extension activities.

The BVRC administers projects for members: an annual individual membership is \$50. The BVRC's standard administration fee is 12%, calculated as a percentage of the project funding amount. For projects that are \$10,000 or less, the administration fee is 10%, to a minimum of \$500. This fee provides basic services to the contractor to support the successful completion of the project. Section I outlines the services provided.

In the case of complex projects or projects requiring extended service, additional administration fees of 3-5% will be charged. See Section II for examples and possible services.

Details of service provision by the BVRC are to be determined at the initiation of a project and incorporated into contracts between the BVRC and Project Lead.

All fees and services are subject to approval by the BVRC Executive Director.

I. Basic Administration Services (12% fee)

1. Use of the Centre as a conduit to apply for funding.
2. Contract coordination and administration.
3. Administration of income from funder including communications with funding officers.
4. Disbursement of expenditures.
5. Financial reporting (quarterly).
6. Communication services for public accessibility: publication of project outcome(s) to BVRC website, organization of seminar series.
7. Financial record storage for 7 years.
8. Electronic storage of project deliverables, contract documents and final reports.
9. Physical address, PO Box and mail collection.

II. Complex Project Administration Services (additional fee of 3-5%)

In the case of complex projects or projects requiring extended service, additional administration fees of 3-5% will be charged. Additional fees are necessary to cover staff time for project related needs that are not covered under Section I, *Basic Administration Services*.

Complex projects may have additional demands such as:

- multiple funding sources
- complex or technical funder reporting requirements
- multiple sub-contractors, etc.

Extended services that are available to projects may include:

- project management and coordination
- communications (including editing of publications)
- creation and/or maintenance of digital platforms
- workshop, course or event planning and coordination

The additional rate for complex projects or the provision of extended services will be determined based on the specific needs of the project. The chart below provides an outline of costs to help determine the appropriate additional fee.

Service	Rates
Project Management and Coordination	Senior \$100/hr Junior \$75/hr
Search for funding, basic proposal advice and assistance	Senior \$100/hr Junior \$75/hr
Communications	\$75/hr
Editing	\$75/hr
Bookkeeping	\$75/hr
Setup and Maintenance of digital platforms, e.g. website	\$95/hr
Office Space and associated resources	daily/weekly/monthly rates

Contractors can request extended services at any point in their contract on a fee-for-service basis if extended services were not included at the outset of the contract.

All fees and services are subject to approval by the BVRC Executive Director.

III. Calculating Administration Fees

Administration fee calculations depend on the funding and the type of grant being written. Potential contractors should be in communication with the Centre early in the grant application process to ensure clarity of fees and their calculation. The examples below address the most common situations.

Scenario A: the amount of funding being applied for is fixed i.e. \$14,000.

The application cannot exceed \$14,000 in value. This amount must include the project administration fee.

- To determine the funds available for project deliverables, divide the total amount by 1.12 (reflecting an administration fee of 12%. Divide 1.10 if the funding is \$10,000 or less, reflecting a 10% administration fee).
 $\$14,000 / 1.12 = \$12,500$
- There is \$12,500 available for the project—this is the maximum value of all work and expenses.
- The difference of \$1,500 is the administration fee.

Scenario B: the amount of funding being applied for is variable.

The contractor calculates the value of all work and expenses required for the project to be completed. This value is used to calculate the administration fee, which when added to the work and expenses value results in the total project budget.

- Funds needed to complete contract: \$22,500¹
- Calculate administration fee: $\$22,500 \times .12 = \$2,700$
- To determine the total value of the grant request add the administration fee to the contract funds needed: $\$22,500 + \$2,700 = \$25,200$
- The full grant request needs to be \$25,200.

Where funding agreements allow, administration fee schedules will be applied as follows:

- Projects over \$10,000: administration fees will be taken at the **beginning** and **end** of the project timeline.
- Projects under \$10,000: administration fees will be taken at the **beginning** of the project timeline.

¹ In this scenario, it is assumed GST and WCB fees are contained within the \$22,500. See Section IV and V for examples of how to calculate these fees along with the administration fee, if they apply.

IV. GST Charges

All contracts must account for 5% GST charges within the project funds if GST is to be charged. GST cannot be an additional charge on top of the total value of the work and/or expenses.

Scenario A: accounting for GST charges when the amount of funding is fixed (i.e. \$14,000):

- calculate out the administration fee: $\$14,000 / 1.12 = \$12,500$
- calculate out GST charges on the project budget: $\$12,500 / 1.05 = \$11,904.76$
- the total amount available to the contractor BEFORE GST is \$11,904.76

Scenario B: accounting for GST charges when funding is variable:

- calculate the funds needed to complete the contract: \$22,500
- calculate GST charges: $\$22,500 \times 1.05 = \$23,625^2$
- add the administration fee: $\$23,625 \times 1.12 = \$26,460$
- the full grant request should total \$26,460 to cover all costs.

V. Workers Compensation Board (WCB) Coverage

Contractors must have Workers Compensation Board (WCB) coverage. Students and other contractors unable to acquire their own WCB number are eligible to use the Centre's number. When eligible, the current WCB rate³ will be deducted from the funds available for project deliverables. Contractors should account for this expense, if applicable, when applying for funding.

Scenario A: accounting for WCB costs when the amount of funding is fixed (i.e. \$14,000):

- calculate out the administration fee: $\$14,000 / 1.12 = \$12,500$
- calculate WCB charges: $\$12,500 / 1.0105 = \$12,370.11$
- if GST is applicable, calculate it out now: $\$12,370.11 / 1.05 = \$11,781.06$
- the total amount available to the contractor before GST is \$11,781.06

Scenario B: accounting for WCB costs when funding is variable:

- calculate the funds needed to complete the work: \$22,500
- calculate GST charges (if applicable): $\$22,500 \times 1.05 = \$23,625$
- calculate the WCB rate: $\$23,625 \times 1.0105 = \$23,873.06$
- add the administration fee: $\$23,873.06 \times 1.12 = \$26,737.83$
- the full grant request should total \$26,737.83 to cover all expenses

² This scenario assumes that all costs incurred by the project charge GST, other than administration fees.

³ WCB rate varies year to year. The rate for 2019 is 1.31%. The rate for 2020 is 1.05%