

**P.E.I. Dept. of Environment, Energy and Forestry**  
**Watershed Management Fund - Eligible Expenditures**  
 December 4 , 2006

The purpose of this document is to assist watershed groups with determining eligible project expenditures for funds received from the Watershed Management Fund. This document will be updated periodically, please check the date above and if necessary contact your watershed coordinator. This document is also available on line at [www.gov.pe.ca/go/wmf](http://www.gov.pe.ca/go/wmf) .

Eligible categories are discussed below. If other expenditures arise that are not clearly identified in this document please contact your watershed coordinator prior to incurring costs to verify eligibility.

**1. \_\_\_ Labour**

Eligible Expenditures

- As outlined in the Watershed Management Fund Guidelines the wage rate is a maximum of \$10/hour for supervisory positions and \$8/hour for labourers. These wage rates already include vacation pay but not Mandatory Employment Related Costs.

Eg:

Wage ( may come from more than one funding source)	\$7.69/hour or \$307.60/week
Vacation Pay ( 4%)	\$.31/hour or \$12.40/week
Subtotal	\$8.00/hour or \$320.00/week
Employer Related Costs	
Canada Pension Plan( 3.9%)	12.51/week
Employment Insurance (1.95% x 1.4)	8.74/week
Workers Compensation Board	3.21/\$100 * note that this rate may not be the same rate as assigned to your organization*

- Wages and top-up to these approved rates is an eligible expenditure provided that the activities being carried out are part of an approved project from the Watershed Management Fund.

## **2. Watershed Planning**

### Eligible Expenditures

- The following expenditures are eligible when they are carried out as part of a formal community-led holistic watershed planning project :
  - printing of materials/ brochures/ newsletters/ watershed plans
  - website development/maintenance
  - advertising/ promotion of meetings/events
  - postage/ office supplies
  - consulting fees for facilitators/ writing costs
  - meeting expenses (including hall/ meeting room, refreshments)
  - travel for staff for special events outside the watershed boundaries
  - guest speakers
  - office space rental fees

### Ineligible Expenditures

- internet access fees for website hosting

## **3. Equipment Purchase/Rental**

### Eligible Expenditures

- Rental of equipment is an eligible expenditure provided that the cost shall not exceed standard rental prices for a similar item and the activity is an eligible activity (see below). Items eligible for rental may include but are not limited to all terrain vehicles (ATV's), chainsaws, brush-saws, roto-tillers.
- Eligible Activities for equipment rental include :
  - small marsh enhancement
  - trail development
  - excavation of silt traps
- Gas, oil and maintenance of rented equipment or equipment owned by the watershed group.
- Purchase of equipment required to complete approved activities is an eligible expenditure. ( If clarification on purchasing equipment is required please contact your watershed coordinator)

### Ineligible Expenditures

- Rental of assets owned by the watershed group.
- Hardware purchased for vehicles or houses of employees, directors or volunteers of the watershed group is not an eligible expense.'
- Equipment rented for the purpose of dredging. Dredging is not an eligible activity under the Watershed Management Fund.

#### 4. Materials/Supplies

- Eligible Expenditures  
Include but are not limited to:

<ul style="list-style-type: none"><li>• shovels</li><li>• rakes</li><li>• chest waders</li><li>• rain gear</li><li>• bug spray</li><li>• axes</li><li>• snips</li><li>• twine</li><li>• bow saws</li></ul>	<ul style="list-style-type: none"><li>• purchase of food/ beverages for special events such as volunteer days</li><li>• rope</li><li>• first aid or other safety equipment</li><li>• flagging tape</li><li>• wooden stakes</li><li>• safety equipment</li><li>• tree guards</li></ul>
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#### Ineligible Expenditures

- fish
- trees (trees can be obtained from the Greening Spaces Program)

#### 5. Travel

##### Eligible Expenditures

- Travel incurred in actual project activities is eligible and detailed travel logs must be maintained. The rate per kilometer must be reasonable and should not exceed provincial government rates. Watershed coordinators can provide current rates.

#### 6. Office/Administration

##### Eligible Expenditures

- Bookkeeping, photocopying, and office supplies that are directly associated with project activities, to a maximum of 2% of total project costs.
- Telephone expenses including long distance calls from private telephones related to the project are eligible for reimbursement but must be documented. Cell phones are an eligible expenditure for the length of the project for safety reasons not to conduct the business of the watershed group.

## **7. Insurance**

### Eligible Expenditures

- Organizations must have third party liability insurance as a condition of funding from the Watershed Management Fund. Many groups who have had previous funding from the WMF program have secured group liability coverage through Cooke Insurance. Insurance costs through the group policy are in the range of \$ 100 - \$ 150/per group and this is an eligible expenditure.

## **8. Professional Services**

### Eligible Expenditures

- Training for directors, volunteers and employees of a watershed group is an eligible expenditure.
- Hiring of a facilitator is an eligible expenditure.
- Professional consultants.

## **9. Other**