



## Congress Child and Dependent Care Subsidy

<b>Application deadline</b>	April 19, 2024
<b>Results announced</b>	On a rolling basis
<b>Apply</b>	Via the <a href="#">Organizers Portal</a>

### Context

The Federation for the Humanities and Social Sciences is pleased to offer the Congress Child and Dependent Care Subsidy program as part of its commitment to creating a more accessible, equitable, inclusive, and decolonized Congress experience for all attendees.

### Purpose

The Congress Child and Dependent Care Subsidy program is designed to help offset the additional cost of child and dependent care for presenting participants at Congress 2024. This program provides financial support of a maximum of \$200 reimbursement for expenses to enable Congress presenters with dependent care responsibilities to participate in Congress activities.

### Description

Member associations will process applications for the Congress Child and Dependent Care Subsidy program, and reimbursement for eligible expenses will be administered by the Federation. Some member associations may already have childcare or dependent care subsidy programs in place. The Congress Child and Dependent Care Subsidy is designed to complement, not replace, access to financial support for dependent care costs already available within respective associations.

Each Federation member association participating in Congress receives a set number of subsidies, allocated based on membership size. Moreover, each association can put forward 10 additional bonus candidates, ranked by order of priority, e.g. bonus candidate #1 is the first choice candidate.

The Federation is committed to increasing equity, diversity, inclusion, and decolonization in all its funding programs, and encourages associations participating in this subsidy program to do the same. Priority consideration should be given to applications from graduate students, early career researchers, and Congress participants that meet the registration category criteria of unwaged attendee (under the age of 55, currently unemployed (no income), under-employed, or in temporary employment).



## Value and number of subsidies

The Congress Child and Dependent Care Subsidy program makes available between one and six subsidies to each member association registered to attend Congress. The total number of subsidies available to each association is determined by their respective membership size, as per the following table.

Association size (total number of members)	Number Congress Child and Dependent Care Subsidies available
up to 40	1
40 - 120	2
120 - 200	3
200 - 300	4
300 - 400	5
400 - 450	6
450 - 500	7
500 - 550	8
500 - 600	9
600 - 700	10
700 - 800	11
800 - 900	12
900 - 1000	13
1000 - 1100	14
1100 - 1200	15
1200 or more	16

***Moreover, each association can put forward 10 additional bonus candidates, ranked by order of priority, e.g. bonus candidate #1 is the first choice candidate. Decisions regarding the bonus candidates will be made after the deadline.***

Each scholarly association registered for Congress has a key role to play in the Congress Child and Dependent Care Subsidy allocation process:

- Promoting the program to its members;
- Receiving and processing applications;
- Selecting application(s) to endorse for a subsidy; and
- Endorsing application(s) by submitting an online endorsement form (available on the Organizers Portal) to the Federation for final processing by **April 19, 2024**.

## Eligibility

To submit an application for a Congress Child and Dependent Care Subsidy, applicants must meet the following criteria:

1. Participation in Congress 2024 as a presenter, chair, moderator, or respondent;



2. Be members in good standing of one of the Federation's scholarly associations who will be hosting a conference at Congress;
3. Be registered for Congress 2024; and
4. Provide an application statement to their association detailing professional status, dependent care needs, and estimated amount of financial support requested (max 250 words). Priority to be given to graduate students, early career researchers, and Congress participants that meet the registration category criteria of unwaged attendee.

Eligible expenses under the Congress Child and Dependent Care Subsidy program include:

- Additional dependent care costs incurred to attend Congress and/or prepare Congress presentations in advance;
- Additional costs for a hotel or coworking space, if a quiet environment to deliver a virtual Congress presentation is needed.

Eligible expenses are additional expenses relating to child or dependent care services incurred as a result of participation in Congress 2024. Food, clothing, or any other purchases of goods are not eligible. Recurring expenses such as monthly subscriptions to services which would have been incurred regardless of participation in Congress are not eligible.

Reimbursement for eligible expenses up to \$200 will be processed following Congress. Eligible expenses must be additional costs incurred by presenting participants that correspond to the dates of Congress 2024. Moreover, reimbursements can only be processed if expenses are supported with appropriate receipts. The receipt must include all of the following:

- Date the service was provided (must correspond to the dates for Congress)
- Details of the expense
- Name of the Congress Child and Dependent Care Subsidy recipient
- Name and address of the service provider
- Signature of the service provider

It is the responsibility of the Congress Child and Dependent Care Subsidy recipients to ensure the receipts they submit include all of the Federation's finance and compliance requirements as listed above. The Federation's finance department will provide a receipt template. Recipients are strongly encouraged to provide this receipt template to their service provider to ensure that the receipt meets the above criteria. Reimbursements cannot be processed in the absence of appropriate receipts.



## Process

### Process for presenters to submit an application (submitted to the association)

- Applicants should manifest their interest to the association of which they are a member. This subsidy can only be administered by the Federation, in collaboration with a scholarly association officially participating in Congress.
- An applicant should only prepare a submission if they can meet all four of the above-noted eligibility criteria.
- Each association must itself determine which submission mechanisms are best suited for receiving applications. Ultimately, each association must feel that the eligibility criteria have been met in a satisfactory manner.

### Process for associations to endorse applications (submitted to the Federation)

The Federation aims to provide a Congress Child and Dependent Care Subsidy framework that allows each association some flexibility with respect to how they wish to promote and administer the program. Some associations, for instance, may choose to review applications through a committee process, while other associations may not have the resources to do so and may identify one individual to administer the program from start to end. In any case, associations can only endorse applications that fully meet the eligibility criteria.

Once associations have decided on which application(s) they wish to endorse, they will provide the Federation with a completed online endorsement form (found on and submitted through the Congress Organizers Portal) by **April 19, 2024** at the latest. This form will include:

- The applicant's contact information;
- List of dependent care needs and estimated costs; and
- Confirmation that the application meets all of the eligibility criteria.

### Which associations can participate?

1. Any scholarly association that is a member in good standing of the Federation for the Humanities and Social Sciences and that is holding a conference at Congress is eligible to take part in the Congress Child and Dependent Care Subsidy program.
2. Any scholarly association that is awaiting a decision on a membership application for the Federation for the Humanities and Social Sciences and that is holding a conference at Congress may also participate.



## Claiming subsidies

The Federation will notify associations of the acceptance of their endorsed application(s) and will communicate directly with the applicants to coordinate reimbursement.

Recipients of a Congress Child and Dependent Care Subsidy will be asked to submit:

- A completed Banking information finance form by **May 10, 2024**
- Reimbursement form and confirmation of payment for eligible dependent care expenses as well as appropriate receipts no later than **July 5, 2024**

Reimbursement of expenses up to \$200 will be disbursed directly to the applicant no conditional upon the timely receipt and accurate completeness of forms and receipts. **Submissions received after the deadline will not be accepted.**

## Questions

Please contact us at [organizers@federationhss.ca](mailto:organizers@federationhss.ca) with any questions.