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What they are　Info on cost sharing

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There may be instances when a Post prefers to arrange for the delivery of certain additional services on a cost-shared basis, such as for a Program of appointments and meetings. In those cases, the following guidelines apply. Note that these guidelines cannot be applied to any other services than to the defined additional services.

What Cost-Sharing is:

- **an arrangement which enables a Post to access funds received from Canadian clients to pay for all the costs of arranging for the delivery of the additional service.**

What Cost-Sharing is not:

- **charging for any of the six core services which are to be provided free to all Canadian clients.**
- **cost-recovery or net-voting.**

Criteria for Cost-sharing:

For the purposes of these guidelines, the following criteria must be met if a Post wants to enter into a cost-sharing arrangement:

1. a formal Agreement must be signed between the Post and the Canadian client before the services are rendered (link to WP template);
2. all additional services and their costs must be clearly specified in the Agreement;
3. funds must be received in advance from the Canadian client;
4. funds must be deposited in a Specified Purpose Account;
5. funds can only be used for the stated purpose as per the Agreement;
6. costs are incurred after entering into the Agreement;
7. any surplus funds must be returned to the Canadian client or to the Consolidated Revenue Fund as per the Agreement.

Three steps to Cost-sharing:

1 Prepare a Cost-Sharing Agreement

The Post must use the Cover letter and Cost-sharing Agreement Template , have the agreement signed by both parties (the Canadian clinet and the Post) and make sure it keeps a copy. Please note that the Agreement template must in no way be modified as it is a legal document. If you have any questions, contact the Post Support Unit .

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