

Youth Action Now – Grants Committee

Guiding principles for the appropriate use of honoraria

In order to prevent a real or perceived conflict of interest, honoraria support should only be requested for individuals who are not the members of the group submitting the funding request application.

Context

YAN recognizes the unique and important skills and expertise that many individuals contribute to a successful initiative. YAN also recognizes the many layers of historical and current exploitation, the resulting barriers to adequate income for many people, and that discrimination and inadequate compensation for work continues to negatively impact many people. YAN also recognizes that opportunities for active and full engagement in youth activities are experienced differently by different youth based on their lived experience. While these are larger systemic issues, YAN is committed to efforts to reduce barriers, to maximize participation, and to recognize the value of youth contributions for initiatives to be successful. YAN's Grants Committee has created this document to clarify what is meant by honoraria and when and how requests for honoraria may be considered.

Policy Statement

YAN Grants Committee are responsible for the request and review of applications for funding support, and for the approval of applications that meet the criteria and mandate of YAN. Applications which include requests for honoraria may be supported, provided they meet the definition and understanding of the purpose of the honoraria, and of the grants themselves. Typically, honoraria may be provided to guest speakers or other individuals that are providing a unique service in a voluntary capacity.

Clarification of key terms:

An honorarium is a nominal payment made to a person for their services in a volunteer capacity, or for services for which fees are not traditionally or legally required, in order to recognize or acknowledge the contribution of their gratuitous service towards an initiative.

An honorarium is not, nor should be used as, a substitute or replacement for professional fees or compensation for a service that is part of the individual's work or livelihood. As an example, performing/visual artists in Canada would be paid for their performance/training services using the CARFAC suggested rates, and would not receive an honorarium.

An honorarium is not an expense like that required for transportation, food and supplies.

An honorarium is similar to, but distinct from, recognition, which often includes verbal recognition, thank you cards, gifts, etc. as an indication of appreciation.

Who can receive an honoraria?

As the foundation of YAN's mandate is to support youth (ages 14-25), and to recognize and support youth capacity and expertise, it is expected that requested honoraria be allocated to **youth** providing the volunteer service, wherever possible.

What amount and what form can an honoraria take?

YAN recommends that requested honoraria be presented to recipients in the form of gift cards/certificates to local businesses, rather than presented in cash.

Typically, honoraria requests will not exceed \$50 per person, per voluntary service provided, and will represent no more than 50% of the total funding requested in the application, in order to be eligible to be approved.

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