



# Giving in Action

Generously supported by Vancouver Foundation

## Family Independence Fund

## Children and Youth with Special Needs Fund

### Important Payment Information

*for Vendors, Suppliers, and Contractors*

#### Schedule

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##### Date Invoice Received by GIA

between 1<sup>st</sup> and 15<sup>th</sup> of the month

between 16<sup>th</sup> and 30<sup>th</sup> of the month

##### Date Payment Issued

30<sup>th</sup> of the month

15<sup>th</sup> of the following month

#### Roles & Responsibilities

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##### Giving in Action Society (GIA)

- is a third party funder and has no role in prescribing, recommending, or selecting vendors, suppliers and contractors.
- is not responsible for payments which exceed the approved amount or for items not approved in the original application.

##### Grant Recipient

- is the primary contact for suppliers, vendors and contractor and, thus, is responsible to answer any questions or concerns regarding the project and payments.
- must notify GIA of any changes to the project to allow the Committee to assess the changes. Grant may be revoked if the plan is not acceptable or fails to meet GIA's funding guidelines.
- is responsible to make sure all required documentation (e.g. copy of permits, letter of satisfaction, progress pictures, final report) is submitted in a timely manner for payment processing.

#### Guidelines

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1. Grant recipient must submit the signed Grant Information Sheet *before* any payment can be processed.
2. Payments will be made directly to the vendor/contractor/supplier, **not to the grant recipient**, upon receiving a valid invoice.
3. A valid invoice must contain ALL of the following information:
  - Signature of grant recipient
  - Grant Recipient's Name versus Giving in Action (*GIA pays on his/her behalf.*)
  - Invoice date (*Note: Payments will not be made for invoices dated prior to the grant approval, as stated on the Grant Information Sheet*)
  - Legal Business Name, Address, Telephone Number of vendor/supplier/contractor
  - Business License # and/or GST#. For contractors, please provide WCB Reg. #.
  - Full Description of products/services rendered
  - Amount due



## Procedures

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### For renovations/installations:

- Projects greater than \$10,000 will be paid in installments. Each installment can be greater than \$10,000. Please submit an invoice for each installment.
- 10% of the total approved will be held until the project is completed and the grant recipient submits the final report and invoice for the balance due.

If you are submitting an invoice for:	Documents required before Payment:
1 <sup>st</sup> installment	<input type="checkbox"/> Copy of all required permits In the case where permits are <u>not</u> required, a <u>signed confirmation from the contractor</u> must be submitted.
2 <sup>nd</sup> installment (mid project)	<input type="checkbox"/> Progress Report - what portion of the renovation has been completed - whether the grant recipient is satisfied with the work  <input type="checkbox"/> Progress pictures (by mail or e-mail)
Final installment (project completed)	<input type="checkbox"/> Final report (GIA will provide the form to the grant recipient)  <input type="checkbox"/> Final pictures (by mail or e-mail)

### For vehicles:

- Signed Vehicle Purchase Agreement/Invoice is required for payment processing.
- For private sale, please contact Giving in Action for procedures
  - Private vehicle sales are not recommended, but may be considered on an exception basis
  - Private sales may **not** be made between **family members**
  - Grants **cannot** be used to purchase a vehicle that was **previously funded by a Giving in Action grant**
  - Grants for private sales may only go towards a wheelchair-accessible or modified vehicle, and not towards a regular vehicle

### For vehicles purchased in the United States:

- Payment will be issued directly to the US vendor in the form of a US bank draft up to the Canadian dollar equivalent of the maximum grant approved
- GIA is not responsible for any costs related to the vehicle importation from the United States (e.g. duty, taxes, vehicle modifications to meet the Canadian requirements, Registrar of Imported Vehicle fees, federal/provincial inspection fees, shipping and handling, etc.)
- Grant recipient is responsible for:
  - Ensuring that the modified vehicle, including the mobility equipment (e.g. ramp, tie-down, etc.), meets Canadian requirements (i.e. industry standards, Federal and Provincial regulations).
  - Reviewing all requirements and legalities associated with the purchase of a vehicle and/or mobility equipment in the United States, including warranty coverage, access to maintenance services, and the Federal and Provincial regulations on vehicle importation.
  - any costs related to the vehicle importation