



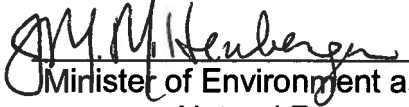
**POLICY STATEMENT ON THE USE OF ADMINISTRATIVE FEES
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

When entering into a Contribution Agreement, where the Department of Environment and Natural Resources (ENR) is providing funds to an organization, business or agency in return for a service, ENR will allow for the inclusion of an administrative fee in the proposed budget to a maximum of 15 percent of the total value of the budget.

For the purposes of this document, an administrative fee shall be defined as:

The costs associated with running an organization or operation not directly related to the production of the product or service being considered in the Contribution Agreement, but are nonetheless integral to the completion of the product or service contemplated in the Contribution Agreement. This may include supervisory payroll, bookkeeper or accounting fees, legal fees, rent, office expenses and insurance.

Administrative fees shall not be granted to individuals without a organization, business or agency affiliation.


Minister of Environment and
Natural Resources