



Administrative Fees (in support of the Sponsorship Application) as per Agreement – **New Guidance 2026**

Purpose

To provide clarification on the appropriate use of collected administrative fees. This information is intended to support RSTP and SAH Association in informing Sponsorship Agreement Holders (SAHs) on eligible versus non-eligible administrative costs in accordance with the Sponsorship Agreement.

Administrative Fees

It has been noted on both 2024 and 2025 Annual Report submissions that some of the SAH's collected administrative fees may have been used for costs not permitted under the Agreement. The collected fees must be used solely for direct administrative expenses that support the [Sponsorship Application](#) as outlined in the Agreement. SAHs are encouraged to review and familiarize themselves with financial guidelines set out in the Agreements, specifically Clauses B and D, to ensure compliance. Please refer to [Sponsorship Agreement](#) Appendix 1 – Financial Guidelines.

Eligible vs. Non-eligible administrative costs as per Agreement:

Eligible direct administrative costs ¹ (in support of the Sponsorship Application) as per Agreement:	Non-eligible costs as per Agreement:
▪ Rent ▪ Staff Salary ▪ Accounting fees ▪ Courier ▪ Telecommunications Equipment and Services (cell phone, landlines, internet, conferencing)	▪ SAH contingency funds² ▪ Co-sponsor emergency funds ▪ SAH to use for direct financial support (whether linked to the specific case or any other cases) ▪ SAH Association membership fees

¹ d. The SAH may recover a one-time maximum payment of \$525 per application for direct administrative costs incurred by the SAH in support of the application. This amount may be contributed by the CG or Co-sponsor, or a combination of the two. The total payment may not exceed \$525. Direct administrative costs for the SAH include rent, staff, accounting fees, telecommunications equipment and services (cell phones, landlines, internet, conferencing services), computer software (video communications), postage, courier and photocopying. SAHs must maintain for one year a record of all fees collected. This one-time maximum payment is not considered as a financial profit for the SAH and does not apply to (e), (g) or (i) of this Appendix. These costs cannot be imposed on or required from the refugees.

² b. The level of financial support which sponsoring groups are expected to provide to the refugees must, at a minimum, match the prevailing RAP rates and policies in the expected community of settlement. However, SAHs should also ensure contingency plans are in place for other RAP and/or provincial/municipal socio-economic benefits that may be needed, such as (but not limited to) maternity and newborn allowances, and health-related expenses not covered through the Interim Federal Health Program (IFHP) or provincial health insurance plans. Sponsorship costs collected must align with RAP rates and policies. The total sponsorship costs may be reduced through the donation of "in-kind" goods, which may include lodging, furniture and clothing. Where practicable, the refugee should have the responsibility to manage their own financial affairs.



services, website hosting and maintenance, domain renewals, IT support contracts) ▪ Computer Software (video communications), Computer hardware (e.g., printers) ▪ Postage ▪ Office Supplies/Stationary, Photocopying, Printing (e.g., ink, papers, SAH office furniture) ▪ Banking fees only as required for the specific application (e.g., fees to set up a trust account for a Constituent Group/co-sponsor) ▪ Translation fees only in support of the specific application ▪ Interpreter/translator costs in support of the specific application	▪ Annual corporate incorporation and filing fees ▪ Banking fees for anything other than supporting the specific application ▪ Transportation (e.g., costs related to post-arrival direct support such as airport pick up) ▪ Travel expenses (e.g., for post-arrival case monitoring purposes, to attend SAH Conference, flights, accommodations, gas) ▪ Translation fees for purposes not related to the specific application (e.g., for promotional materials, general information, etc.) ▪ Interpreter/Translator costs for anything other than supporting the specific application ▪ Program promotion, administration, and communication materials (e.g., newsletters) ▪ Property taxes, utilities, insurance ▪ Professional Fees and programming costs (e.g., contractors/consultants to assist in managing and supporting administration of sponsorship applications) ▪ Janitorial services ▪ Office repairs ▪ Volunteer training costs ▪ Paid honoraria for volunteers, travel allowance, mileage, appreciation gifts, coffee, treats and refreshments ▪ Event facilitation/venue booking rental fees for periodic events (e.g., orientation sessions, welcome activities, newcomer/community gatherings, and meetings) ▪ Purchase of furniture to accommodate welcome/orientation gatherings ▪ Cultural activities, summer camps ▪ Rent for storage unit to hold donated items
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