

Virtual Congress Child and Dependent Care Subsidy

Last updated February 18, 2022

Application period

April 1 – May 1, 2022, via the [Organizers Portal](#)

Context

The Federation for the Humanities and Social Sciences is pleased to pilot the Virtual Congress Child and Dependent Care Subsidy program as part of its commitment to creating a more accessible, equitable, inclusive, and decolonized Congress experience for all attendees.

Purpose

The Virtual Congress Child and Dependent Care Subsidy program is designed to help offset the costs of child and dependent care for presenting participants at Congress 2022. This program provides financial support up to \$200 to enable Congress presenters with dependent care responsibilities to participate in virtual Congress activities.

Eligible expenses under the Virtual Congress Child and Dependent Care Subsidy program include:

- Additional dependent care costs incurred to attend virtual Congress and/or prepare Congress presentation in advance;
- Travel costs for a care provider providing home-based care during virtual Congress;
- Costs for a hotel or coworking space, if a quiet environment to deliver virtual Congress presentation is needed.

Reimbursement for eligible expenses up to \$200 will be processed following Congress.

Description

Member associations will process applications for the Virtual Congress Child and Dependent Care Subsidy program, and reimbursement for eligible expenses will be administered by the Federation.

Some member associations may already have childcare or dependent care subsidy programs in place. The Virtual Congress Child and Dependent Care Subsidy is designed to complement, not replace, access to financial support for dependent care costs already available within respective associations.

The Federation is committed to increasing equity, diversity, inclusion, and decolonization in all its funding programs, and encourages associations participating in this subsidy program to do the same.

Priority consideration should be given to applications from graduate students, early career researchers, and Congress participants that meet the registration category criteria of unwaged attendee (under the age of 55, currently unemployed (no income), under-employed, or in temporary employment).

Value and number of subsidies

The Virtual Congress Child and Dependent Care Subsidy program makes available **between one and six subsidies** to each member association registered to attend virtual Congress. The total number of subsidies available to each association is determined by their respective membership size, as per the table below.

Association size (total number of members)	Number of Virtual Congress Child and Dependent Care Subsidies available
Up to 100	1
101-300	2
301-500	3
501-700	4
701-900	5
901 or more	6

Each association's allocation is confirmed and made available through the [Organizers Portal](#).

Each scholarly association registered for Congress has a key role to play in the Virtual Congress Child and Dependent Care Subsidy allocation process:

- promoting the program to its members;
- receiving and processing applications;
- selecting application(s) to endorse for a subsidy; and
- endorsing application(s) by submitting an online endorsement form (available on the Organizers Portal) to the Federation for final processing.

Eligibility

To submit an application for a Virtual Congress Child and Dependent Care Subsidy, applicants must meet the following criteria:

1. Participation in Congress 2022 as a presenter, chair, moderator, or respondent;
2. Be members in good standing of one of the Federation's scholarly associations who will be hosting a conference at Congress;
3. Be registered for Congress 2022; and
4. Provide an application statement to their association detailing professional status, dependent care needs, and estimated amount of financial support requested (max 250 words). Priority to be given to graduate students, early career researchers, and Congress participants that meet the registration category criteria of unwaged attendee.

Process for presenters to submit an application (submitted to the association)

- Applicants should manifest their interest to the association of which they are a member. This subsidy can only be administered by the Federation, in collaboration with a scholarly association officially participating in Congress.
- An applicant should only prepare a submission if they can meet all four of the above-noted eligibility criteria.

- Each association must itself determine which submission mechanisms are best suited for receiving applications. Ultimately, each association must feel that the eligibility criteria have been met in a satisfactory manner.

Process for associations to endorse applications (submitted to the Federation)

The Federation aims to provide a Virtual Congress Child and Dependent Care Subsidy framework that allows each association some flexibility with respect to how they wish to promote and administer the program.

Some associations, for instance, may choose to review applications through a committee process, while other associations may not have the resources to do so and may identify one individual to administer the program from start to end. In any case, associations can only endorse applications that fully meet the eligibility criteria.

Once associations have decided on which application(s) they wish to endorse, they will provide the Federation with a completed **online endorsement form** (found on and submitted through the Congress Organizers Portal), which will include:

- The applicant's contact information;
- List of dependent care needs and estimated costs; and
- Confirmation that the application meets all of the eligibility criteria.

Which associations can participate?

1. Any scholarly association that is a member in good standing of the Federation for the Humanities and Social Sciences and that is holding a conference at Congress is eligible to take part in the Virtual Congress Child and Dependent Care Subsidy program.
2. Any scholarly association that is awaiting a decision on a membership application for the Federation for the Humanities and Social Sciences and that is holding a conference at Congress may also participate.

Claiming subsidies

The Federation will notify associations of the acceptance of their endorsed application(s), and will communicate directly with the applicants to coordinate reimbursement by **May 6, 2022**.

Recipients of a Virtual Congress Child and Dependent Care Subsidy will be asked to submit a reimbursement form and confirmation of payment for eligible dependent care expenses (receipts and/or invoices) by **June 12, 2022**. Reimbursement of expenses up to \$200 will be distributed directly to the applicant following receipt.

Questions

Please contact us at organizers@federationhss.ca with any questions.