

**Budget Template for Contribution Project Proposal**

Applicant Name :

Title of Proposed Project :

**PLEASE NOTE:**  
In an effort to streamline the narrative contents of this spreadsheet, the size of the cells have been preset.

**Do you have organizational infrastructure costs?**       Yes       No

Funding for organizational infrastructure costs covered by a flat percentage rate is subject to those types of costs actually being incurred by the Recipient in carrying out the project. The Recipient shall repay Canada/the Commission the amount of funding paid in excess of the amount of cost actually incurred by the Recipient toward organizational infrastructure costs. Such amount is a debt owing to Canada/the Commission and shall be repaid promptly to Canada/the Commission upon receipt of notice to do so.

**For payment methodology costing option please select the one applicable to your proposal:**

**1 - Department Flat Percentage Rate:**

Flat Percentage Rate for Type 1C - Other Direct Projects Costs:  %

Flat Percentage Rate for Type 2 - Organizational Infrastructure Costs:  %

**Note:** This option is a flat percentage rate that is offered by the department for type 1C, Other Direct Project Costs and, if applicable, type 2, Organizational Infrastructure Costs. The overall contribution for type 1C and type 2 costs will be based on the actual costs incurred in type 1A, Activity Related Direct Project Costs and type 1B, Participant Related Direct Project Costs.

**2 - Organization-Specific Flat Percentage Rate:**

(In order for this rate to be used, it must have been accepted by the department)

Flat Percentage Rate for Type 1C - Other Direct Projects Costs:  %

Flat Percentage Rate for Type 2 - Organizational Infrastructure Costs:  %

Name of the organization for which the "organization specific flat percentage rate" has been accepted by the department, if different than the applicant name:

**Note:** This option is an independent flat percentage rate that is offered by the department for type 1C, Other Direct Project Costs and, if applicable, type 2, Organizational Infrastructure Costs. The overall contribution for type 1C and type 2 costs will be based on the actual costs incurred in type 1A, Activity Related Direct Project Costs and type 1B, Participant Related Direct Project Costs.

This costing option allows an organization to propose its own flat percentage rate and to submit its cost methodology to be considered for acceptance by the Department. Rates requested can be higher or lower than those offered by the Department. Organizations must first submit a request and cost methodology to support the proposed rate and have received a letter of approval before submitting a project proposal using an Organization-Specific Flat Rate.

**3 - Reimbursement of Actual Costs**      Reimbursement will be based on actual expenditures incurred in all cost types.

**Do you agree with the following:**

The Applicant declares that the Contribution sought in this Application is the only financial assistance for the proposed project it has requested or has received from any level of government (federal provincial or municipal) or from any other source.       Yes       No

**If answer is No, please fill section 4 (Funds From Other Sources) at the end of page 6.**

The portion of any cost in respect of which the Applicant has, or is entitled to receive a contribution from another level of government or other source is not eligible for reimbursement.

**For each cost, please indicate the proposed amount. If the cost does not apply to your proposal, you must fill in a zero.**

The following list of costs is based on the standard Eligible Cost Listing which was developed to serve as a guide for all Service Canada delivered programs. While the cost items included on this list are eligible for negotiation, the list is not exhaustive or all-inclusive. Inclusion of any item on this list does not suggest that those cost items will automatically be recommended. Costs must be negotiated and determined to be both required for the success of the project and a reasonable use of public funds.

Contingency costs are not eligible. Costs must be foreseeable and negotiated in the original agreement. Negotiation of an amendment will be required if additional costs arise during the agreement period.

**1. Project Costs**

These are project specific costs that have been itemized, cost estimated and defended in the proposal. They are expenses specific to the project activities included in the proposal. These are costs related to functions, which are project specific. For example, wages/salaries and related office costs of management or other staff whose time is spent specifically on management or delivery of project activities (i.e. project managers, employment counselors, Chief Executive Officer (CEO) dedicating some time to overseeing management of project activities, a human resources advisor working specifically on project staff and project management issues, a financial officer working specifically on project bookkeeping, an administrative clerk performing duties required for the project , etc.). Reimbursement will be supported by invoices (and/or travel claims, as appropriate) and will be subject to monitoring and audit.

Examples of costs for which a contribution can be considered include, but are not limited to:

	APPLICANT USE ONLY		SERVICE CANADA USE ONLY	
	Proposed	Total	Negotiated	Total
<b>A. Activity Related Direct Project Costs</b>				
<b>1) Staff Wages</b>	Line		Line	
a) Staff wages and Mandatory-Employment Related Costs (MERCs);	1		1	
b) Other employment-related benefit costs (Workers Compensation Benefit, medical, dental, pension, etc.) where warranted by current organizational Human Resources (HR) policies;	2		2	
c) Other HR costs such as extended illness and maternity leave, vacation leave pay out, severance pay, etc. where warranted by current organizational HR policies and provincial labour standards. (This is not a contingency option. Costs must be foreseeable to be negotiated in the original agreement and will otherwise require a negotiation and amendment when incurred.);	3	A	3	A
<b>2) Professional Fees</b>				
d) Professional fees - contracting (e.g. bookkeeping, janitorial services, Information Technology (IT), equipment maintenance services, security; audit costs and legal fees are noted separately below);	4		4	
e) Legal fees (i.e. reasonable allowance for costs related to review of lease for new project site premises);	5	B	5	B
<b>3) Travel</b>				
f) Staff and volunteer travel (transportation costs, taxi, kilometric charges, etc. as per staff travel claims; includes international travel where warranted; transportation is noted in category 1C);	6	C	6	C
<b>4) Capital Assets</b>				
g) Capital assets (any asset requiring agreement of disposition, as per program specific Terms and Conditions (Ts and Cs) value; may be any of the assets included in this listing);	7	D	7	D
<b>5) Audit Costs (departmentally mandated)</b>				
h) Audit costs related to departmentally mandated audits;	8	E	8	E
<b>6) Other activity related direct project costs</b>				
i) Furniture;	9		9	
j) Staff disability supports (duty to accommodate);	10		10	
k) Staff training for disability-related issues (e.g. sign language training);	11		11	
l) Conference attendance fees;	12		12	
m) Conference costs (meeting room rental, guest speakers, etc.);	13		13	
n) Rent, lease (including applicant owned premises) and repairs and leasehold improvements (insurance is noted below, in category 1C);	14		14	
o) Signage;	15		15	

p) Utilities;	16		16	
q) Equipment lease, rental or purchase (including computers, fax machines, etc.; copy charge for photocopies is included in the equipment repair and maintenance cost item below, in category 1C);	17		17	
r) Computer software;	18		18	
s) Costs associated with use of applicant-owned assets other than premises (e.g. computers and other equipment, furniture, etc.);	19		19	
t) Memberships (professional and organizational), affiliation fees and business licenses and permits;	20		20	
u) Advertising (newspaper ads, flyer production, etc.);	21		21	
v) Reference materials (books, periodicals, subscriptions, etc., which cannot be easily traced/tracked back to usage by project participants);	22		22	
w) Significant project costs associated with the following types of expenditures (i.e. one-time, non-recurring, non standard/non-basic amounts over and above the regular, day-to-day operational costs):				
i. Telephone (installation and extraordinary costs related to telephones and/or fax lines required over and above regular operating requirements);	23		23	
ii. Postage (significant costs associated with project activities, which increase expected costs of postage beyond normal operating requirements);	24		24	
iii. Internet (web page design, etc.) and other IT requirements (significant costs associated with project activities, which increase expected internet related costs beyond normal operating requirements);	25		25	
iv. Printing (significant costs associated with project activities, which increase expected printing costs beyond normal operating requirements); and	26		26	
v. Staff professional development (courses required by staff, which are not part of the routine development courses required by the organization's policies);	27		27	
x) Costs related to transition/wind-down (severance pay, other HR related costs, penalties for breaking leases, etc.).	28		28	
		F		F
<b>Total Activity Related Direct Project Costs:</b>	<b>29</b>	<b>Line : (A + B + C + D + E + F)</b>	<b>29</b>	<b>Line : (A + B + C + D + E + F)</b>
		<b>G</b>		<b>G</b>

**B. Participant Related Direct Project Costs**

Expenses associated with the Participant of a particular project. Reimbursement will be supported by invoices and will be subject to monitoring and audit.

Examples of costs for which a contribution can be considered include, but are not limited to:

<b>7) Participant Wages</b>				
a) Participant wages and MERCs;	30		30	
b) Allowances, bonuses;	31		31	
c) Other employment-related benefit costs (Worker's Compensation Benefit, medical, dental, pension, etc.) where warranted by current organizational HR policies and/or provincial labour standards;	32		32	
		H		H
<b>8) Participant Tuition Costs</b>				
d) Tuition costs - public;	33		33	

e) Tuition costs - private;

34

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c) Materials and supplies (e.g. pens, pencils, paper, envelopes, cleaning supplies, subscriptions);	53		53	
d) Bank charges;	54		54	
e) IT maintenance;	55		55	
f) Other non participant-based costs (e.g. water where public water not safe for drinking, staff and volunteer recognition);	56		56	
g) Staff and volunteer transportation (bus fare, taxi and parking required for delivery of project activities but not part of travel claims; does NOT include monthly parking fees; travel is noted in category 1A).	57		57	
<b>Total Other Direct Project Costs:</b>	<b>58</b>	<b>L</b>	<b>58</b>	<b>L</b>

**2. ORGANIZATIONAL INFRASTRUCTURE COSTS**

Also known as centralized administrative costs, these are expenses incurred for “main office”, “head office”, or “administration office” type costs, which guide and enable effective program delivery and contribute to the success of the project by providing support through overall organization governance, management, planning, finance, communications, human resources and information technology. These are costs related to functions which are not project specific.

For example, wages/salaries and related office costs of management or other staff whose time is not spent specifically on management or delivery of project activities (i.e. CEO, HR department, Finance group, Administration section, etc.). Expenses associated with the project under this heading can be included in payments that are based on a formula.

<b>11) Organizational Infrastructure Costs</b>				
Examples of costs for which a contribution can be considered include, but are not limited to:		<b>Detail by cost item is not required if a flat percentage rate option is being used/applied.</b>		<b>Detail by cost item is not required if a flat percentage rate option is being used/applied.</b>
a) Staff wages and MERCs;	59		59	
b) Other employment-related benefit costs (Worker's Compensation Benefit, medical, dental, pension, etc.) where warranted by current organizational HR policies;	60		60	
c) Other HR costs such as extended illness and maternity leave, vacation leave pay out, severance pay, etc. where warranted by current organizational HR policies and provincial labour standards. (This is not a contingency option. Costs must be foreseeable to be negotiated in the original agreement and will otherwise require a negotiation and amendment when incurred.);	61		61	
d) Rent, lease (including applicant owned premises) and minor repairs and leasehold improvements;	62		62	
e) Utilities;	63		63	
f) Furniture;	64		64	
g) Signage;	65		65	
h) Equipment purchase, lease or rental (including computers);	66		66	
i) Costs associated with use of applicant-owned assets other than premises (e.g. computers and other equipment, furniture, etc.);	67		67	
j) Equipment maintenance and repairs;	68		68	
k) Software;	69		69	
l) Professional fees – contracting (e.g. bookkeeping, janitorial services, IT, equipment maintenance services, security);	70		70	
m) Audit costs;	71		71	
n) Staff disability supports (duty to accommodate);	72		72	
o) Telephone costs;	73		73	
p) Postage and courier;	74		74	
q) Internet costs (web page design, etc.) and other IT requirements;	75		75	

r) Printing costs;	76		76	
s) Advertising costs;	77		77	
t) General insurance (e.g. directors' liability insurance);	78		78	
u) Travel and transportation (including board members);	79		79	
v) Training and development costs (volunteer and staff);	80		80	
w) Office supplies;	81		81	
x) Bank charges;	82		82	
y) Memberships and affiliation fees (professional, inter- and intra-organizational, etc.).	83		83	
<b>Total Organizational Infrastructure Costs:</b>		<b>M</b>		<b>M</b>
<b>Flat Rate for 2:</b>	<b>84</b>		<b>84</b>	
<b>Total funds from Service Canada:</b>	<b>85</b>	<b>N</b>	<b>85</b>	<b>N</b>

**3. National Homelessness Initiative use only**

a) Pre-development costs;	86		86	
b) Capital Purchase: land & building;	87		87	
c) Capital Purchase: renovations.	88		88	

**4. Funds from Other Sources**

The Applicant must identify any other source of funding for this project. The source could be public (other federal department, provincial government, municipal government, university, school board, etc.) or private (including Applicant's own contribution).

<b>Please indicate the total amount for each of the following:</b>				
a) Cash;	89		89	
b) In-Kind.	90		90	
<b>Total Funds from Other Sources:</b>	<b>91</b>	<b>O</b>	<b>91</b>	<b>O</b>
<b>GRAND TOTAL:</b>	<b>92</b>	<b>Line : (N + O)</b>	<b>92</b>	<b>Line : (N + O)</b>
		<b>P</b>		<b>P</b>