

Guidelines for budget detailing

**** Enter Notes in the Word Document that is imbedded in the Budget Template**

Note 1: For each cost, define how it is linked to the activities of the project. Provide an explanation to justify any cost(s) that are higher than those for other comparable projects' or organizations'. For instance, the project could be similar in nature to another project but the costs could be increased because the project is held in a remote location (e.g. in northern Canada) or due to the uniqueness of the organization in the geographical location.

Costs can be based on historical data but they must also reflect current rates of similar costs in the geographical location of the project. Depending upon your organization's taxable status, you may be entitled to receive a portion of the GST paid on goods and services reimbursed by the Canadian Revenue Agency (CRA). As such, it is important to declare your organization's GST reimbursement rate to Service Canada on the submission of your application for funding so that Service Canada does not reimburse a second time for the same cost. In your proposal, the budgeted amount of a cost item should include only the GST portion eligible to be claimed.

Note 2: **Staff Wages**

Position(s) Title(s) (number of hours x rate per hour x number of days x number of weeks): \$00,000.00

Provide an explanation on how the wages were determined. A comparison with current labour market rates for similar positions in the geographical location of the project should be provided. MERC and other benefits should be shown as separate items under Benefits for Staff. Provide a description of each position's roles and responsibilities after this table.

Note 3: **Mandatory Employment Related Costs (MERCs) and Benefits for Staff**

MERCs calculation (E.I., CPP, Vac Pay and other benefits) – indicate % used for calculation purposes for each category and where necessary by position.

Proper MERCs calculation should apply according to the geographical location of the project. Although MERCs rates vary according to the salary levels, this is only for budget purposes. Vacation Pay rate could be higher according to the experience level of each position within the organization. An explanation of amounts in excess of the provincial/territorial rate should be included. If time is accrued, there is no separate breakdown of costs. Other Benefits could include: health care, dental care, workers compensation, RRSPs, etc. Only the organization's regular benefits will be considered.

Note 4: **Contracting and Subcontracting**

Please clearly identify in your proposal any use of contribution funds that may result in a contract or subcontract of \$25,000 or over. Contribution recipients must receive approval, in writing, from Service Canada for all such contracts. Contribution recipients must also receive approval in writing for the subcontracting of any part of the project activities.

All contracts and subcontracts of \$25,000 and over must involve a competitive process including at least three bids, otherwise, a justification for sole-sourcing must be provided in writing to Service Canada and approved by the appropriate Service Canada official.

Please note that contracting and subcontracting with non arms-length organizations is not permitted.

Note 5: **Professional Fees**

For each professional fee provide a description for the professional's roles and responsibilities, in this section or after the table. For each professional fee provide the contractual rates (including travel expenditures or any other expenditure) and a description on how the rates were determined.

Note 6: **Travel Costs**

Travel rates cannot exceed Treasury Board Secretariat (TBS) rates. Indicate who in the project will require travel (Participants, Employees, Professionals – If not included in the Professional Fees), the reason, the destination, the period, the transportation method (including tokens or commute transportation passes), the meals and the accommodation if applicable. An approximation of the mileage required should be done, if applicable.

Note 7: **Capital Assets**

To be acceptable, Capital purchases must be essential to the project. Provide a brief description on how Capital purchases will contribute to the project. For most programs, a capital asset is defined as any single item or composite asset with a purchase value of more than \$1000 not physically incorporated into another product and that remains functional at the end of the project. While obtaining 3 reasonable quotes is not always required, this is an excellent and sound business practice when purchasing capital assets.

Note 8: **National Homelessness Initiative**

In order to ensure that costs specifically applicable to the National Homelessness Initiative (NHI) are adequately covered in the Budget Template, Section 3 **National Homelessness Initiative use only** has been created. Capital purchases will be added and three separate rows will appear in this section to provide for these types of costs:

Capital purchase; land & building;
Capital purchase; renovations; and
Pre-development costs

Please Note: Amounts entered for these costs will appear in the roll-up of 1A costs.

Note 9: **Rent**

For each space rented detail the cost per square footage, monthly and for the length of the project. Detail all costs related to the rental (e.g. security, secretariat, parking, etc.). Detail that the rent is in line with fair market value.

Note 10: **Professional Development**

Detail which employee will benefit from Professional Development and the cost per individual. Provide a rationale for Professional Development.

Note 11: **Participant Wages**

Wages (rate per hour x number of hours x number of weeks x number of participants)

Note 12: **Participant Allowances**

Number of participants x \$000.00 x weeks

Note 13: **Participant MERCs and Benefits**

MERCs calculation (E.I., CPP, Vac Pay and other benefits) – indicate % used for calculation purposes for each category and where necessary by position.

MERCs calculation is the same for all participants. Vacation Pay rate could be higher according to the experience level of each position within the organization. If time is accrued, a separate breakdown of costs is not required. Other benefits (applicable to all participants) could include health care, dental care, workers compensation, etc. Only the organization's regular benefits will be considered.

Note 14: **Other Participant Related Project Costs**

Financial assistance may be provided to individuals to cover all or a portion of living expenses. Assistance may also be provided to cover all or part of the incremental costs related to participation such as living expenses, disability-related supports and incremental costs, dependant care costs, transportation and accommodation costs.

Provide a description of the type of assistance required and how many individuals it will benefit. Indicate how it is related to the individual's participant in the project.

Assistance to persons with disabilities

Provide a description of the type of supports required for the individuals and how many individuals will benefit from it. Provide details of specific costs directly related to both the disability (e.g. specialized computer equipment for visually impaired) and how it is incremental and directly related to the clients participation in the project.

Personal Supports

Provide a description of the type of supports required for the individuals and how many individuals will benefit from it. Provide details of specific costs and how it is directly related to the clients' participation in the project.