

Budget Template - Supporting Details

Applicant Name:
 Title of Proposed Project:
 File Number:

Cost Type	Cost Category	Cost Item	Supporting Details for Proposed/ Negotiated Costs
1. A. Activity Related Direct Project Costs	1. Staff Wages	a) Staff wages & Mandatory Employment-Related Costs (MERCs);	
		b) Other employment-related benefit costs (Worker's Compensation Benefit, medical, dental, pension, etc.) where warranted by current organizational Human Resources (HR) policies;	
		c) Other HR costs such as extended illness & 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 and negotiated in the original agreement and will otherwise require a negotiation and an amendment when incurred.);	
	2. Professional Fees	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);	
		e) Legal fees (i.e. reasonable allowance for costs related to review of lease for new project site premises);	
	3. Travel		

		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);	
	4. Capital Assets	g) Capital assets (any asset requiring agreement of disposition, as per program specific Ts and Cs value; may be any of the assets included in this listing)	
	5. Audit Costs (departmentally mandated)	h) Audit costs related to departmentally mandated audits;	
	6. Other Activity Related Direct Project Costs	i) Furniture;	
		j) Staff disability supports (duty to accommodate);	
		k) Staff training for disability-related issues (e.g. sign language training);	
		l) Conference attendance fees;	
		m) Conference costs (meeting room rental, guest speakers, etc.);	
		n) Rent, lease (including applicant owned premises) and repairs and leasehold improvements (insurance is noted below, in category 1C);	

		o) Signage;	
		p) Utilities;	
		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);	
		r) Computer software;	
		s) Costs associated with use of applicant-owned assets other than premises (e.g. computers and other equipment, furniture, etc.);	
		t) Memberships (professional and organizational), affiliation fees and business licenses and permits;	
		u) Advertising (newspaper ads, flyer production, etc.);	
		v) Reference materials (books, periodicals, subscriptions, etc., which cannot be easily traced/tracked back to usage by project participants);	
		w) Significant project costs associated with the following types of expenditures (i.e. 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);	
		ii. Postage (significant costs associated with	

		project activities which increase expected costs of postage beyond normal operating requirements);	
		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);	
		iv. Printing (significant costs associated with project activities, which increase expected printing costs beyond normal operating requirements); and	
		v. Staff professional development (courses required by staff which are not part of the routine development courses required by the organization's policies);	
		x) Costs related to transition/wind-down (severance pay, other HR related costs, penalties for breaking leases, etc.)	
1. B. Participant Related Direct Project Costs.	7. Participant Wages	a) Participant wages & MERCs;	
		b) Allowances, bonuses;	
		c) Other employment-related benefit costs (WCB, medical, dental, pension, etc.) where warranted by current organizational HR policies and/or provincial labour standards;	
	8. Participant		

	Tuition Costs	d) Tuition costs – public;	
		e) Tuition costs – private;	
	9. Other Participant Related Direct Project Costs	f) Living expenses;	
		g) Disability-related supports (attendant care, note takers, sign language interpreters);	
		h) Disability-related incremental costs (i.e. additional per diems for fees for assistance provided, etc.);	
		i) Professional fees related to participants – sub-contracting (i.e. vocational assessments, needs assessments, guest speakers, etc.);	
		j) Dependant care;	
		k) Adaptive-technology set-up;	
		l) Materials and supplies, books and testing materials, to be used by/for participants;	
		m) Travel, transportation; and;	
		n) Participation and completion recognition activities.	
	1. C. Other Direct Project		
10. Other Direct			

Costs.	Project Costs	a) Insurance (fire, theft, liability)	
		b) Standard, regular, day-to-day, operational recurring costs related to:	
		i. Basic telephone charges (including fax lines);	
		ii. Postage and courier;	
		iii. Monthly internet fees;	
		iv. Operational printing contracted externally (business cards, letterhead, ad hoc unanticipated print jobs, minor updates and/or printing of organizational or program brochures, etc.);	
		v. Equipment repair and maintenance (includes photocopy meter charges); and	
		vi. Staff professional development - amount to cover basic training needs as per organization's existing policies; employment related requirements which can include, but is not limited to, health & safety, first aid, cardiopulmonary resuscitation (CPR), self-defence, crisis intervention, anti-racism, anti-oppression, sensitivity, conflict resolution, etc.;	
		c) Materials and supplies (e.g. pens, pencils, paper, envelopes, cleaning supplies, subscriptions);	
d) Bank charges			

		e) IT maintenance;	
		f) Other non participant-based costs (e.g. water where public water not safe for drinking, staff and volunteer recognition);	
		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).	
2. Organizational Infrastructure Costs	11. Organizational Infrastructure Costs	a) Staff wages and MERCs;	
		b) Other employment-related benefit costs (WCB, medical, dental, pension, etc.) where warranted by current organizational HR policies;	
		c) Other HR costs such as extended illness & 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.);	
		d) Rent, lease (including applicant owned premises) and minor repairs and leasehold improvements;	
		e) Utilities;	
		f) Furniture;	

		g) Signage;	
		h) Equipment purchase, lease or rental (including computers);	
		i) Costs associated with use of applicant-owned assets other than premises (e.g. computers and other equipment, furniture, etc.);	
		j) Equipment maintenance and repairs;	
		k) Software;	
		l) Professional fees – contracting (e.g. bookkeeping, janitorial services, IT, equipment maintenance services, security);	
		m) Audit costs;	
		n) Staff disability supports (duty to accommodate);	
		o) Telephone costs;	
		p) Postage and courier;	
		q) Internet costs (web page design, etc.) and other IT requirements;	
		r) Printing costs;	

		s) Advertising costs;	
		t) General insurance (e.g. directors' liability insurance);	
		u) Travel and transportation (including board members);	
		v) Training and development costs (volunteer and staff);	
		w) Office supplies;	
		x) Bank charges;	
		y) Memberships and affiliation fees (professional, inter- and intra-organizational, etc.)	
3. For National Homelessness Initiative use only.		a) Pre-development costs	
		b) Capital Purchase: land & building	
		c) Capital Purchase: renovations	
4. Funds from Other Sources	Please indicate the total amount for each of the following:	a) Cash;	
		b) In-Kind.	