



Project Budget-Expenses – Appendix B-2

Name of Organization: _____

Project Title: _____

ITEM	In-kind	Cash	Total (In-kind + Cash)	Amount Requested	% of Total Project
Administration - Max. 10% of total project budget <i>(Must be direct costs to project, e.g. copying, fax, phone, office supplies):</i>					
			\$ -		
Salaries, wages, benefits directly associated with the project <i>(provide details or attach separately; see note below):</i>					
			\$ -		
			\$ -		
Consultant Fees (excluding travel) <i>(provide details or attach separately):</i>					
			\$ -		
			\$ -		
Consultant Expenses and Travel <i>(provide details or attach separately):</i>					
			\$ -		
			\$ -		
Other Travel <i>(provide details or attach separately):</i>					
			\$ -		
			\$ -		
Facilities Rental (not including rent for applicant's premises) <i>(provide details or attach separately):</i>					
			\$ -		
			\$ -		
Equipment Rental <i>(provide details or attach separately):</i>					
			\$ -		
Materials & Supplies <i>(provide details or attach separately):</i>					
			\$ -		
			\$ -		
Marketing and Communications <i>(provide details or attach separately):</i>					
			\$ -		
			\$ -		
Minor Capital Acquisitions <i>(provide details or attach separately):</i>					
			\$ -		
Translation <i>(provide details or attach separately):</i>					
			\$ -		
Audit Fee <i>(only for projects requesting \$50,000 or more)</i>					
			\$ -		
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -	0%

IMPORTANT INSTRUCTIONS:

- Your budget must balance. Total project revenues must equal total project expenses.
- In-kind revenues must equal in-kind expenses.
- Include only ELIGIBLE costs.
- Expenses must be reasonable, justifiable, and necessary to the project. If required, please use the space below to provide explanatory notes.
- Include only NON-REFUNDABLE GST costs.
- For Salaries costs, show how you calculated the expense for each employee. Salary costs must be pro-rated for the length of the project, and your calculation must factor in the percentage of time the employee will dedicate to the project. Please use the following model:
e.g. Executive Director annual salary and benefits of \$40,000 x 50% for 6-month-long project x 10% of time dedicated to project = \$2,000

APPLICANT'S NOTES: