

Museum Assistance Program - Exhibition Circulation Fund (ECF)

Project Budget Form - Detailed Forecasts

2008-2009 Application Cycle

General Information

This **Project Budget Form**, the **Application Form**, and the **Application Checklist** are integral parts of the application: the three documents must be completed, signed, and submitted with the supporting documents listed in the Application Checklist.

Overview

The sub-files you will find under the tabs located at the bottom of this screen correspond to the **budget categories** of an ECF project.

\Tab 1/ Project Expenses

\Tab 2/ Project Revenues

Tab 1 - Project Expenses (2 charts)

ECF EXPENSES - **SUMMARY CHART**: In this chart, you are required to itemize the various costs related to the project. On each line, please enter a relevant expense item, and provide the information required in appropriate columns. For small amounts, use a period (.) to separate decimals; for greater amounts, we suggest that you round them up to the nearest dollar.

ECF EXPENSES - **DETAILED DESCRIPTIONS CHART**: The second table is reserved for the descriptions of the expenses/activities posted in the summary chart. For each item, please provide a brief description and, where applicable, indicate if related additional information is annexed to the application.

TOTAL COSTS: Most of the calculations are automated (areas shaded in yellow). The total costs appear in the TOTAL Column and are automatically carried over to the CASH Column. For each line item where a portion of the total cost is provided as an in-kind contribution, **you must enter this amount** into the IN-KIND Column. The cash portion will then be automatically adjusted.

Tab 2 - Project Revenues

ECF **REVENUES**: Please enter all sources of revenue (in-kind and cash). Contributions from the applicant, partners or other private sources must be clearly identified as revenues from non-government sources. All sources of public funds sought or confirmed (names of programs, file numbers, etc.) must be detailed in the Government Sources section. Note that the total amount requested from MAP is automatically recorded.

MAP - Exhibition Circulation Fund (ECF)

Project Budget Form - 2008-2009

1- a) Expenses - Summary Chart (excluding catalogue and interpretive material)							
List #	Item			Total Costs			Amount requested from MAP
	Material Resources	Quantity	Cost per unit	In-kind	Cash	Total	
1					\$ -	\$ -	
2					\$ -	\$ -	
3					\$ -	\$ -	
4					\$ -	\$ -	
5					\$ -	\$ -	
6					\$ -	\$ -	
7					\$ -	\$ -	
8					\$ -	\$ -	
9					\$ -	\$ -	
10					\$ -	\$ -	
11					\$ -	\$ -	
12					\$ -	\$ -	
	Human Resources	# of days	Daily Rate				
13					\$ -	\$ -	
14					\$ -	\$ -	
15					\$ -	\$ -	
16					\$ -	\$ -	
17					\$ -	\$ -	
18					\$ -	\$ -	
19					\$ -	\$ -	
20					\$ -	\$ -	
21					\$ -	\$ -	
22					\$ -	\$ -	
23					\$ -	\$ -	
24					\$ -	\$ -	
Sub-totals and Total ECF Project Costs				\$ -	\$ -	\$ -	\$ -

MAP - Exhibition Circulation Fund (ECF)

Project Budget Form - 2008-2009

1- b) Expenses - Detailed Descriptions Table (excluding catalogue and interpretive material)		
List #	Item	Details
	Material Resources	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
	Human Resources	
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

MAP - Exhibition Circulation Fund (ECF)
Project Budget Form - 2008-2009

2- REVENUES				
NON-GOVERNMENT SOURCES				
Sources	✓ = Funding confirmed	In-kind (fair market value)	Cash	Total
Applicant:	<input type="checkbox"/>			\$ -
	<input type="checkbox"/>			\$ -
Private Sector (specify):	<input type="checkbox"/>			\$ -
	<input type="checkbox"/>			\$ -
	<input type="checkbox"/>			\$ -
Foundations (specify):	<input type="checkbox"/>			\$ -
	<input type="checkbox"/>			\$ -
	<input type="checkbox"/>			\$ -
Others (specify)	<input type="checkbox"/>			\$ -
	<input type="checkbox"/>			\$ -
	<input type="checkbox"/>			\$ -
	<input type="checkbox"/>			\$ -
	<input type="checkbox"/>			\$ -
	<input type="checkbox"/>			\$ -
Total Non-Governmental Revenues		\$ -	\$ -	\$ -

GOVERNMENT SOURCES			
Sources	✓ = Funding confirmed	Amounts requested	Total
Museums Assistance Program:		n/a	\$ -
Other Federal Government Funding (specify):			
	<input type="checkbox"/>		
	<input type="checkbox"/>		\$ -
Provincial/Territorial Government (specify):			
	<input type="checkbox"/>		
	<input type="checkbox"/>		\$ -
Regional Authorities (specify):			
	<input type="checkbox"/>		
	<input type="checkbox"/>		\$ -
Municipal Government (specify):			
	<input type="checkbox"/>		
	<input type="checkbox"/>		\$ -
Others (specify):			
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		\$ -
Total Governmental Revenues		\$ -	\$ -

Summary of Revenues			
Non-Government Sources	All included		\$ -
Government Sources	MAP only	\$ -	
	All Others	\$ -	
Sub-total & Total		\$ -	\$ -

REMINDER: Your budget must balance. Total project revenues **must equal** total project expenses.