

# PROJECT BUDGET & ACCES FUNDS BUDGET INSTRUCTIONS

**Please read all sections carefully.**

These instructions are intended to help you write your proposal. The committee relies solely on your answers to each section when making their decisions, so please be as specific as possible. Your proposal will be evaluated on how clearly you describe your program and how well the committee can understand what you intend to do.

***Incomplete applications will not be considered.***

## **PROJECT BUDGET FORM INSTRUCTIONS**

In addition to meeting eligibility requirements and the overall criteria, your proposal will be assessed on a **budget that balances**. A balanced budget should have revenues that equal expenses.

We will also consider your organization's capacity and expertise in adding value through:

- Providing **in-kind support** in the project budget and resources
- Details on how you will obtain other funds required if the request is for partial support of costs

**Download the excel spreadsheets** from the online application platform. There are **two Excel forms** - one for expenses and one for revenues. Please fill in both.

You do not need to outline the budget for the whole organization or all your programs, just for the program you are applying for. There is a sample provided, linked next to the question on the online application

### **Expenses**

Look closely at the sample provided and how it is laid out. Use the line items provided and add more as needed to give a full account of how money will be spent. Some items will be included in the cash expenses column and some may be covered in-kind by your organization. Any amount or service offered pro-bono or as part of a partnership agreement, or as part of your organization's operational base should be listed as an in-kind expense and then **also** be listed in the REVENUES section on **line 5** as an in-kind donation.

## Personnel

Add more rows as needed.

- Direct Program Staff
  - Give staff titles, number of staff, hours of work per week, hourly rate and percentage of benefits.
- Management/ Administration / Support Staff
  - Give staff titles, number of staff, hours of work per week, hourly rate and percentage of benefits.
- Consultants and Professional Fees
  - Estimate consultant fees with hourly rate and number of hours, even if services are pro bono. Indicate what services will be provided by the consultants.

## Direct Program Expenses

- Program Supplies
  - Estimate supply costs related to program delivery. This could include materials for activities or any curriculum-related supplies.
- Food
  - Indicate the total cost of food for the duration of the program. When calculating this number, think about the cost per week (multiplied by total number of weeks) and also factor in a buffer amount for special events or food costs for dietary restrictions.
- Equipment
  - Include the cost of equipment directly related to delivering the program. In most cases this does not include office equipment, unless it is directly needed for the program activities. If office equipment is necessary, calculate a percentage of the total cost of the equipment that will be attributed to this proposed program.
- Promotion/Communication
  - This includes any promotion or communication costs related to recruitment and outreach of girls (and volunteers or mentors if applicable).
- Travel for Staff/ Travel for participants
  - This is for local area travel to deliver projects and services within your service area. Explain if it will be used for public transport, for ride sharing services, for taxis or for mileage rates with personal car use. If your organization has an internal policy, use those rates, if not, use Government Treasury Board rates for your province.
- Honoraria
  - List who the honoraria are for - Elders, volunteers, mentors, participants - and the amount each will receive.
- Child and / or Family Care
  - Explain how many hours of child or family care will be offered to each participant or outline the costs of providing onsite childcare. This could be offered in-kind or be an additional cash expense.
- Other Program Expenses
  - If there are additional direct program expenses that do not fall into the categories listed above, please include them here. Please specify the expenses and include a brief statement of why the cost is required for the program

### **Premises / Occupancy**

This can be a portion of the space rental needed for office space or for group meetings. It can be provided in-kind or added as a cash expense to be covered by the program budget.

### **Other**

Ensure that you specify what these 'other' expenses are, adding additional rows if necessary.

### **Access Funds**

If required, please take the total from the Access Fund Budget and insert it here.

## **Revenues**

The revenue breakdown should include all anticipated sources of revenue for this project, including any registration or participant fees, in-kind donations, and administrative costs that will be covered by your organization or another.

Place the amount in the relevant column to indicate whether revenues are confirmed or not, and inform of the anticipated date of confirmation if known, or your best guess if not known.

### **1. Canadian Women's Foundation**

Please list the total amount you are requesting from Canadian Women's Foundation.

### **2. Other foundations**

If there are other foundations that you have applied to, or that agreed to offer funds to support this project, please list the name of each one and the dollar amount.

### **3. Corporations / Private**

Please list corporate, local business or individual gifts. If you are hoping to support this project with a targeted mail-out campaign, please explain and insert expected revenue result.

### **4. Government**

Please include any grants, contracts, core or project funding that will be applied to this project.

### **5. In-kind**

If there are amounts or services that your organization or another group are offering pro-bono, or that come from your operational base, please list them, and make sure they have been entered in the In-kind column in the expense section of the budget, at the line item that relates to them. In-kind gifts cannot be factored into amount of cash requested.

## **ACCESS FUNDS BUDGET FORM INSTRUCTIONS**

You can apply for an additional amount of up to \$3,000 to provide access costs for women, children or teens with disabilities or Deaf women, children or teens; for travel in remote or rural areas; or for language interpretation or translation. These funds are made available to increase participation of women or teens that may not otherwise be able to take part in the project offered.

If you are attempting to provide services / project to a community that you do not routinely serve due to excessive transportation costs and / or distance, you may apply for access funds.

Please verify the costs of these expenses before you submit this budget as some of these costs can be extremely high.

Please also estimate how many women or teens will need to use these funds.

Use the budget lines provided to consider what kind of costs may be needed to include participants facing barriers.

Include the amount of access funds requested at line item 9 in the **Expenses** form.

**Please note, proposals with budgets that do not balance will be considered incomplete.**

Before submitting your budget, review the final total for Revenues and Expenses of your Excel documents. The bottom lines should be the same. If they are not, you have not balanced your budget and you should go back and make the necessary adjustments.

## **FOR FURTHER ASSISTANCE**

If you have any questions about your application, please check the guidelines for program type proposal questions, the sample budget and timelines provided, and the FAQ section on our website [www.canadianwomen.org/grants-vp19](http://www.canadianwomen.org/grants-vp19)

If you have any further questions, please e-mail or telephone:

Phone:	416-365-1444	Fax:	416-365-1745
Toll free:	1-866-293-4483	TTY:	416-365-1732

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