

# SAMPLE PROJECT BUDGET

Protected when completed.

A - PLANNED EXPENDITURES		B - ANTICIPATED REVENUE	
What is the total cost of your project?		Indicate in the table below the source of revenue you have secured/enlisted for this project;	
<ul style="list-style-type: none"> <li>- Itemize and list costs;</li> <li>- Include all expenditures related to the project, including estimates if actual costs are not available;</li> <li>- Eligible costs are those directly associated with the proposed activity;</li> <li>- Please note, some costs are not eligible for funding (i.e., costs associated with permanent or ongoing operations of the organization and capital expenditures).</li> </ul>		<ul style="list-style-type: none"> <li>- Financial support from other organizations, federal departments and agencies (excluding the funding requested from VAC), and municipal and provincial/territorial governments;</li> <li>- Donations in-kind (itemize and list estimated donations);</li> <li>- Your own funding.</li> </ul> <p>* If more space is required, submit the information on a separate document.</p>	
Planned Expenditure	Amount	Government of Canada support (other than VAC)	Amount
Salary/wages	\$ 300.00	Canadian Heritage	\$ 100.00
Administrative project costs (i.e. mailing, photocopying, fax, etc.)	\$ 100.00	<b>Provincial/municipal government support</b>	
Equipment rental (audio/visual)	\$ 400.00	Provincial Cultural Development	\$ 200.00
Rental of meeting rooms	\$ 175.00	<b>Private sector support</b>	
Rental of sound system	\$ 225.00	ABC Company	\$ 100.00
Translation	\$ 200.00		\$
Food	\$ 150.00	<b>Donations</b>	
Non-alcoholic beverages	\$ 50.00	DEB Restaurant (food and non-alcoholic beverages)	\$ 200.00
	\$		\$
	\$	<b>Fund-raising</b>	
	\$	50/50 tickets	\$ 100.00
	\$	<b>Applicant's own funding</b>	
	\$		\$ 100.00
	\$	<b>In-kind support</b> (i.e., volunteers' time and skills or discounts/products provided by businesses)	
	\$		\$ 100.00
	\$	<b>Other</b> (please specify)	
	\$		\$
	\$	<b>TOTAL ANTICIPATED REVENUE (B)</b> (Please note, if total revenue is sufficient to cover or exceeds expenditures, VAC is unable to fund the project.)	
	\$		\$ 900.00
	\$	<b>C - FUNDING REQUESTED</b>	
	\$	<b>Total planned expenditures (A)</b>	\$1,600.00
	\$	<b>Minus total anticipated revenue (B)</b>	\$ 900.00
	\$	<b>FUNDING REQUIRED (C)</b>	\$ 700.00
<b>TOTAL PLANNED EXPENDITURES (A)</b>	\$ 1,600.00	<b>Funding requested from VAC</b> (If there is a shortfall, please explain how the remaining funds will be secured.)	\$ 700.00

<b><u>Important Reminder:</u></b>  Capital costs, equipment purchases and ongoing operation costs are not eligible for support.	<b>List specific project costs/items to be paid for by VAC funding:</b>	
		Amount
	Salaries	\$ 150.00
	Administrative costs of project	\$ 50.00
	Translation	\$ 125.00
	Equipment rental	\$ 150.00
	Rental of sound system	\$ 225.00
	<b>TOTAL FUNDING REQUESTED (C)</b>	<b>\$ 700.00</b>