

SAMPLE PROJECT BUDGET

Protected when completed.

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

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