



Hamilton

PROGRAM BUDGET

-Grant Application -

City Enrichment Fund (CEF)

The City Enrichment Fund supports the 25 Year Community Vision “Our Future Hamilton” by providing funds across a range of program areas.

THE PROGRAM BUDGET



A crucial part of any grant application is the Program Budget.

This overview is to provide you with a snapshot of the key components which the CEF program budget requires...

PREPARING A BUDGET FOR YOUR APPLICATION

Step 1: Understand the Grant Application Requirements

Kindly refer to the program specific handbook for eligible and ineligible items related to your stream. Located under the [Program Areas](#) on the CEF webpage.

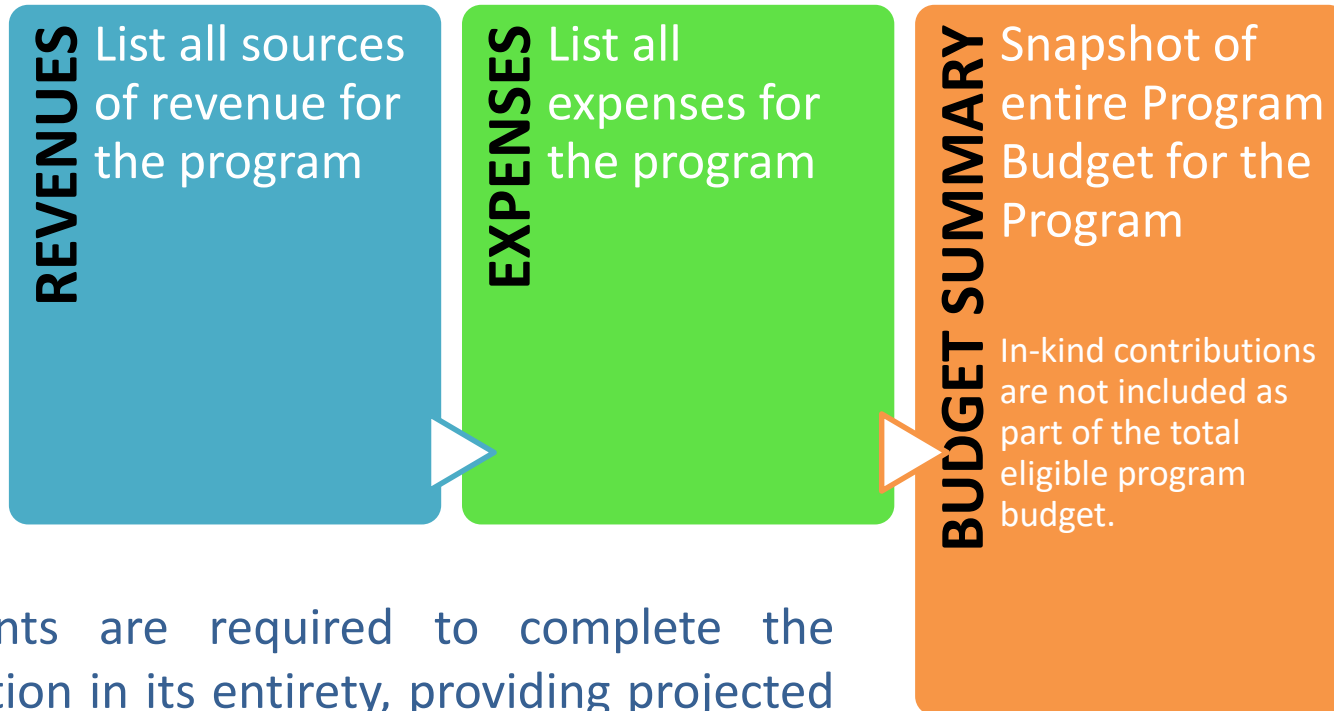
Step 2: Take time to Calculate and Determine Costs

What exactly will the money for your program be used for?

Step 3: Make Sure Your Budget Aligns with Your Narrative

PROGRAM BUDGET OVERVIEW

The CEF Program Budget is separated into 3 main distinct sections; Revenue, Expenses and Budget Summary.



Applicants are required to complete the application in its entirety, providing projected values for the current funding year and actuals for the prior reporting period.

BUDGET JUSTIFICATIONS

Be clear and specific in justifying expenses. For example, just listing equipment or admin expenses is vague.

❖ **Review stream specific eligible and ineligible items. These can be found specific program areas on the CEF webpage.**

Your program budget should be able to showcase your project in monetary terms. Think of specifics. Sample categories (Note: These do not apply to all streams):

- Salaries and Wages
- Supplies and Materials
- Equipment
- Travel
- Other Direct Costs
- Facilities and Administrative Costs

ADDITIONAL NOTES:

- In-kind contributions are not included as part of the total eligible program budget. An offsetting entry is included in the Revenue section in order to accurately reflect the net program surplus or deficit.
- Audit statements are required for an grant request of \$30,000 and above. The audit should have been conducted within 2 years of the submission for the grant application.
- CEF provides funding up to 30% of the entire eligible program budget
- Ineligible expenses listed on the program budget will be deducted to ensure the total eligible program budget.



Hamilton

To clarify eligible and ineligible program budget items; please contact the program area manager.