



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

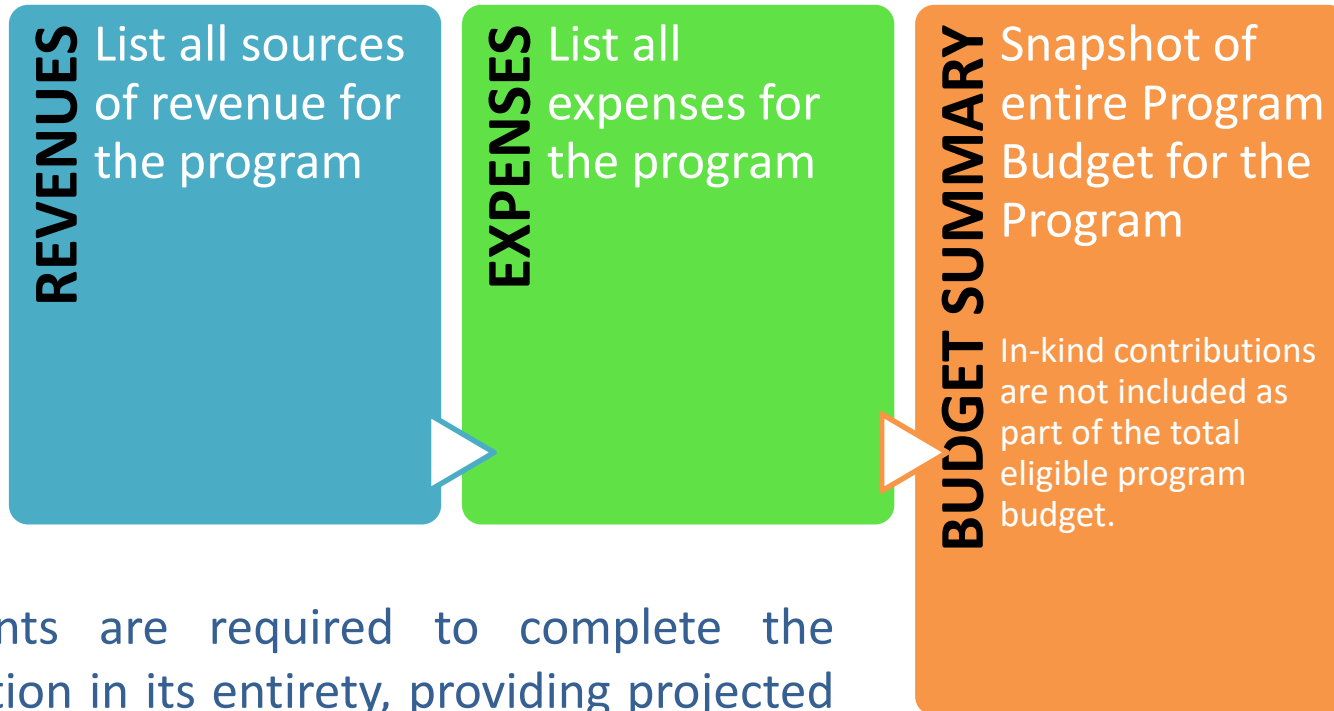
What exactly will the money for your program be used for?

Step 3: Make Sure Your Budget Aligns with Your Narrative

You will be able to download the [Program Budget Template](#) to fill and reattach on the last page of the online application form.

PROGRAM BUDGET OVERVIEW

The CEF Program Budget is separated into three 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. Your program budget should be able to showcase your project in monetary terms. Think of specifics especially in these categories:

- Salaries and Wages
- Fringe Benefits
- Supplies and Materials
- Equipment
- Travel
- Consultants
- Subcontracts
- Other Direct Costs
- Facilities and Administrative Costs

EXPENSES			
List all expenses for <u>this program</u> . Rows that are not applicable to your program should be left blank.			
SALARY & STAFF EXPENSES			
Item	Program Budget Amount (\$)	Program Previous Year Actual (\$) (if applicable)	Brief Explanation of Expense Line Item (Budgeted vs Actuals)
Wages / Salaries			
Benefits <i>(include all employment-related costs: CPP, Health Benefits, EI, etc.)</i>			
Honoraria			
Artist Fees <i>(includes paid entertainment)</i>			
Professional Development <i>(training fees, conference fees, trainer fees, etc.)</i>			
Travel <i>(mileage, lodging, per diem, transportation, food, etc.)</i>			
Other			
DIRECT PROGRAMMING EXPENSES			
Item	Program Budget Amount (\$)	Program Previous Year Actual (\$) (if applicable)	Brief Explanation of Expense Line Item (Budgeted vs Actuals)
Venue Rental			
Materials			
Equipment			
Other			

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.



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DEADLINE FOR ALL APPLICATIONS

NOVEMBER 2, 2020

BEFORE 4:30pm