



Sustainability Fund Budget Template

Application Number: _____

Section 1: Labour Costs

	Column A	Column B	Column C	Comments
Expenditures (round to the nearest dollar)	Total Project Cost	Amount of Project Cost supplied by applicants	Amount in Column A requested from Sustainability Grant Fund	Explain how the total costs in Column A were derived at (attach additional documents if needed)
Consultant / Professional Fees				
Staff				
Volunteer Honourariums				
Other (Specify):				
Fee Sub-Total:	\$0	\$0	\$0	

Section 2: Direct Costs

	Column A	Column B	Column C	Comments
Expenditures (round to the nearest dollar)	Total Project Cost	Amount of Project Cost supplied by applicants	Amount in Column A requested from Sustainability Grant Fund	Explain how the total costs in Column A were derived at (attach additional documents if needed)
Site Preparation				
Equipment Rental				
Equipment Purchase				
Construction / Building Materials				
Other (specify)				
Direct Costs Sub-Total:	\$0	\$0	\$0	

Section 3: Communications or Training

	Column A	Column B	Column C	Comments
Expenditures (round to the nearest dollar)	Total Project Cost	Amount of Project Cost supplied by applicants	Amount in Column A requested from Sustainability Grant Fund	Explain how the total costs in Column A were derived at (attach additional documents if needed)
Training Fees				
Training or Educational Materials				
Travel Costs Related to Training				
Brochures or Program Notes				
Pre-Printing including design, layout				
Printing / Copying				
Website / Social Media sites design				
Marketing, Publicity and Promotion				
Other (specify)				
Communications Sub-Total:	\$0	\$0	\$0	

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Section 4: Overhead

	Column A	Column B	Column C	Comments
Expenditures (round to the nearest dollar)	Total Project Cost	Amount of Project Cost supplied by applicants	Amount in Column A requested from Sustainability Grant Fund	Explain how the total costs in Column A were derived at (attach additional documents if needed)
Insurance				
Administration				
Office Supplies				
Rental of Space				
Other (specify)				
Overhead Sub-Total:	\$0	\$0	\$0	

Totals:

	SUBTOTAL Column A	SUBTOTAL Column B	SUBTOTAL Column C
ADD ALL SUB-TOTALS FROM EACH SECTION UNDER EACH COLUMN	\$0	\$0	\$0
Contingency Amount (please include 10% of the Sub-Total as a contingency amount):	\$0	\$0	\$0
TOTAL OF ALL COLUMNS:	\$0	\$0	\$0

TBM Support Maximum \$5,000 and no more than 20% of the Project Budget