

TBM Environmental Sustainability Fund Budget Template

Application Number:	Column A	Column B	Column C	Comments
EXPENDITURES (Round to nearest dollar) TBM to support maximum \$5,000 (total of Column C) and no more than 20% of the Total Project Cost (total of Column A).	Total project cost	Amount of project cost supplied by applicants	Amount in Column A requested from the Sustainability Grant Fund	Explain how the total costs in Column A were derived (attach additional documents if needed)
Labour Costs				
Consultants/Professional Fees				
Staff				
Volunteer Honourariums				
Other (specify):				
Fees Sub-total:				
Direct Costs				
Site Preparation				
Equipment rental				
Equipment purchase				
Construction / building materials				
Other (specify):				
Direct Costs Sub-total:				
Communications or Training				
Training Fees				
Training or Educational Materials				
Travel Costs Related to Training				
Brochures or program notes				
Pre-printing including design, layout				
Printing/copying				
Web site/Social Media sites design/production				
Marketing, publicity and promotion				
Other (specify):				
Communications Sub-total:				
Overhead				
Insurance				
Administration				
Office supplies				
Rental of space				
Other (specify):				
Overhead Sub-total:				
ADD ALL SUB-TOTALS				
Contingency Amount (please include 10% of the Sub-Total as a contingency amount):				
GRAND TOTALS				

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