



# 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):				
<b>Fee Sub-Total:</b>	\$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)				
<b>Direct Costs Sub-Total:</b>	\$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)				
<b>Communications Sub-Total:</b>	\$0	\$0	\$0	

(Continued on next page)



# Sustainability Fund Budget Template - Page 2 of 2

Application Number: \_\_\_\_\_

## 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)				
<b>Overhead Sub-Total:</b>	\$0	\$0	\$0	

## Totals:

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

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