

Before working on the Budget Template, you will need to have the following information available:

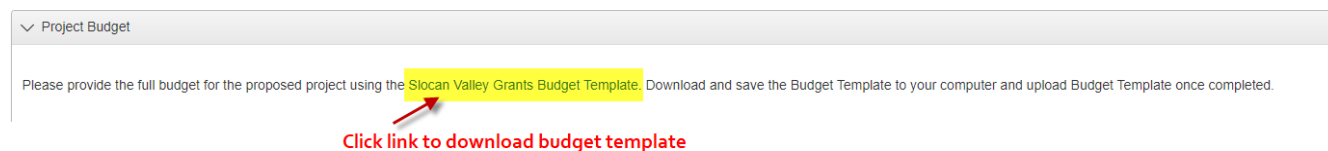
- Amount of grant being requested from SVLF
- Amount of other funds for the project from all other sources
- Amount of *in kind* contributions expected
- Anticipated expenses to be paid from the SVLF grant
- Anticipated expenses to be paid from other sources of funding
- Anticipated expenses to be covered through *in kind* contributions

Steps in completing the Budget Template:

- Gather information as above
- Download the Budget Template from the online application form
- Identify sources of project revenue
- Identify anticipated project expenses
- Balance the budget
- Identify status of other sources of revenue (confirmed or pending)
- Submit the completed Budget Template to your online application

If you encounter difficulties, contact Ellen Kinsel, [ekinsel@netidea.com](mailto:ekinsel@netidea.com), for assistance.

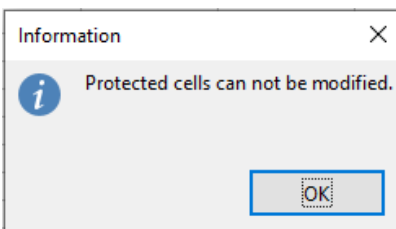
Download the budget template using the link embedded in the online grant application form.



Save the budget template on your computer in a location where you can easily find it.

### General Instructions


- This is a spreadsheet file with automatic calculations of line and column totals. These formulas are in the yellow highlighted cells. If you try to enter data into these cells, you will see this error:



- Revenues and expenditures for the entire project should be provided.
- Save often as you enter information into the template.
- Line and column designations in these instructions will change if you add rows or columns to the spreadsheet.

Identify Sources of Project Revenue

- Enter the amount requested from the Slocan Valley Legacy Fund (cell B5).
- If additional sources of revenue are required to complete your project, total those sources (e.g., CBT, RDCK, CKCA, organization’s own contribution from cash reserves, etc.) in cell C5.
- Add any *in kind* contributions expected in cell D5.
- The total amount of revenue will automatically calculate in cell E5. This should be the total expected cost of your project.

				
<b>2023 GRANT APPLICATION BUDGET</b>				
	From SVCLF Grant Funds *	\$ From Other Sources	In Kind Contri- butions	Total
Enter \$ expected -->	\$2,500.00	\$2,000.00	\$200.00	\$4,700.00

Identify Anticipated Project Expenditures

Expenditures should be associated with the sources of revenue that will be used to pay those expenses. Note that more than one revenue source can be used for a single expense item. The totals for each line item will automatically calculate in column E, the total for each category will automatically calculate, and the total of all expenditures will total in line 53 (green highlighting).

Categories for expenditures include:



- Administration: These are the costs for carrying out the project such as a fee to a sponsor organization, postage or other office expense.
- Wages and Contracts: Staffing costs to carry out the project (employees, contractors, honoraria, etc.).
- Promotion/Marketing: Costs for advertising related to your project.
- Supplies/Materials: Costs for the materials and supplies needed to complete your project.
- Equipment Purchase: If your project includes the purchase of equipment, list it here.
- Other Expenses: Anything not included in the above categories.

<b>PROJECT EXPENSES:</b>				
<b>Administration</b> (enter your costs for carrying out the project)				
Fees paid to sponsor org.			\$200.00	\$200.00
Office supplies		\$25.00		\$25.00
Other administration expense				\$0.00
<b>Total Administration</b>	<b>\$0.00</b>	<b>\$25.00</b>	<b>\$200.00</b>	<b>\$225.00</b>
<b>Wages / Contracts</b> (enter costs for project staff, contractors, etc.)				
Project coordinator	\$1,000.00			\$1,000.00
Honoraria		\$300.00		\$300.00
				\$0.00
				\$0.00
				\$0.00
<b>Total Wages/Contracts</b>	<b>\$1,000.00</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$1,300.00</b>
<b>Promotion / Marketing</b> (enter costs for advertising)				
Newspaper advertising		\$200.00		\$200.00
Posters		\$75.00		\$75.00
Other promotion				\$0.00
				\$0.00
<b>Total Promotion/Marketing</b>	<b>\$0.00</b>	<b>\$275.00</b>	<b>\$0.00</b>	<b>\$275.00</b>
<b>Supplies / Materials</b> (enter costs for supplies and materials needed to carry out the project)				
Lumber	\$1,500.00	\$500.00		\$2,000.00
Other building materials		\$425.00		\$425.00
Tool rental		\$100.00		\$100.00
				\$0.00
				\$0.00
				\$0.00
<b>Total Supplies / Materials</b>	<b>\$1,500.00</b>	<b>\$1,025.00</b>	<b>\$0.00</b>	<b>\$2,525.00</b>
<b>Equipment Purchase</b> (if included as part of your project)				
Apple press (second hand)		\$375.00		\$375.00
				\$0.00
				\$0.00
<b>Total Equipment Purchase</b>	<b>\$0.00</b>	<b>\$375.00</b>	<b>\$0.00</b>	<b>\$375.00</b>
<b>Other Expenses</b> (anything not listed above)				
				\$0.00
				\$0.00
				\$0.00
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL PROJECT EXPENSES</b>	<b>\$2,500.00</b>	<b>\$2,000.00</b>	<b>\$200.00</b>	<b>\$4,700.00</b>

Balancing Your Budget

Line 57 (blue highlighting) indicates the difference between your revenues and expenditures for each source. If the amount shown is anything other than zero, make adjustments to either the amount of revenue or the amount of expenditures in order to balance the budget.

DIFFERENCE BETWEEN AMOUNT EXPECTED AND TOTAL EXPENSES:	-\$300.00	\$100.00	\$0.00	-\$200.00
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red indicates expenses are greater than grant amount 
black indicates revenue from other sources exceeds expenses 

A balanced budget looks like this:

DIFFERENCE BETWEEN AMOUNT EXPECTED AND TOTAL EXPENSES:	\$0.00	\$0.00	\$0.00	\$0.00
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Identify Status of Other Sources of Revenues

Indicate other sources of revenue included in your budget and whether each amount is confirmed or pending.

Please identify sources of revenue included in cell C5 and the status of those funds:

	Amount	Confirmed Y/N	Pending Y/N
CBT Grant	\$1,500.00	Y	
RDCK Area H	\$500.00		Y

Submitting Your Budget

In the online application form, click



Project Budget

Please provide the full budget for the proposed project using the [Slocan Valley Grants Budget Template](#). Download and save the Budget Template to your computer and upload Budget Template once completed.

Upload your completed Slocan Valley Legacy Grants Budget Template.

Upload a file [3 MiB allowed]


click to locate and upload your saved budget file

Locate your saved budget file and select it.

Be sure the online application indicates your budget file has been uploaded.

Upload your completed Slocan Valley Legacy Grants Budget Template.

Upload a file [3 MiB allowed]

[BudgetForm\\_Complete.xlsx](#) [24.2KiB]  [Delete File](#)

name of your uploaded file

