

Expenditure	Description	Estimated Budget	Proposed Grant Contribution	In-Kind from Partner
Project Costs	Specific costs to deliver your project.			
Expenses	Some sample expenses to consider.	\$ -	\$ -	\$ -
Supplies		\$ -	\$ -	\$ -
Food		\$ -	\$ -	\$ -
Room rental		\$ -	\$ -	\$ -
Audio/visual		\$ -	\$ -	\$ -
Travel Expenses		\$ -	\$ -	\$ -
Mileage	Mileage reimbursement per km.	\$ -	\$ -	\$ -
Transit		\$ -	\$ -	\$ -
Promotional Costs	Hard costs like printing, etc.	\$ -	\$ -	\$ -
Evaluation Costs	If any evaluation activities are taking place.	\$ -	\$ -	\$ -
Final Deliverable Costs		\$ -	\$ -	\$ -
Printing expenses	Sample expenses to consider.	\$ -	\$ -	\$ -
	SUB TOTAL (PROJECT COSTS):	\$ -	\$ -	\$ -
Administrative Costs	Costs incurred by the partner to support the project.			
Staff time to support project	Reflecting the time and resources of partner staff.	\$ -	\$ -	\$ -
Office administration costs	Typically estimated as a percentage of grant (10%).	\$ -	\$ -	\$ -
Telephone	Or you can separate them out (some examples).	\$ -	\$ -	\$ -
Office Costs		\$ -	\$ -	\$ -
Computer and IT expenses		\$ -	\$ -	\$ -
	SUB TOTAL (ADMINISTRATIVE COSTS):	\$ -	\$ -	\$ -
Honorariums and Recognition Costs	Costs to recognize the efforts of people involved.			
Student Honorariums		\$ -	\$ -	\$ -
Other Honorariums and Recognition	Some sample expenses to consider.	\$ -	\$ -	\$ -
Staff/Facilitators	Honorarium or gift as appropriate?	\$ -	\$ -	\$ -
Guests	Honorarium or gift as appropriate?	\$ -	\$ -	\$ -
Volunteers	Recognition items for volunteers?	\$ -	\$ -	\$ -
Participants/Community Members	Some projects have incentives for participation?	\$ -	\$ -	\$ -
	SUB TOTAL (HONORARIUMS AND RECOGNITION):	\$ -	\$ -	\$ -
Total Budget	Proposed Grant Contributions: \$200 min to \$1,500 max	\$ -	\$ -	\$ -