

BUDGET WORKSHEET INSTRUCTIONS

Appendix B

Complete the budget worksheet as accurately and completely as you can based on your forecast of expenses and resources for the neighbourhood project. Attach the budget worksheet to your application submission.

PART ONE: ALLOWABLE EXPENSES

In this section, please list ALL items that must be **paid for** in order to complete your project. Allowable expenses include materials and supplies and fees for professional services that are not being donated. **Do not include items that are, or will be, donated or any in-kind services. Please keep all original receipts.**

PART TWO: RESOURCES FOR MATCH

In this section, carefully and thoroughly record all donations and resources that you have secured, or are trying to secure, in order to complete your project. All your in-kind donations, including volunteer labour and donated professional services, are considered part of your “match” to the project. **The value of your match needs to be equal to or greater than the amount you request from the ‘SPARKS! Neighbourhood Matching Fund’.**

Section A: In-Kind Donations

Please record in-kind donations and their source (where the donations are coming from). The list could include all types of materials and supplies.

Section B: Volunteer Labour.

Volunteer labour is valued at \$20.00 per hour. Please list the total hours and their value.

For example, 4 volunteers attend a 3-hour planning meeting = 12 hours at \$20.00 per hour = \$240.00. Volunteer labour includes volunteer time to support:

- Committee meetings
- Planning and design meetings
- Actual work sessions when neighbours and others involved come together to work on the project in a formal setting.

Section C: Donated Professional Services

Donated Professional Services are valued at the going rate for the profession, not to exceed \$75.00 per hour. Donors must document the hourly value of their professional services on their letterhead. List all donated professional services, including type and number of hours donated at their rate. Examples of professional services could include printing, graphic design, professional photography, landscape architecture, etc.

Section D: Cash Sources

List all sources of cash support, including funds raised from fundraising efforts, business sources, individual donations, grants and other directed funding.