

# Budget Form

This form is only for the project indicated below, not a combination of your applications nor a budget for your organization.

## Project Details

<b>Project Name:</b>	
<b>Organization Name:</b>	

## Project Budget – Cash

Project Funding	Details	Secured	Amount
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
<b>Total Income</b>			<b>\$</b>

Project Expenses	Details	Amount
<b>Total Expenses</b>		<b>\$</b>

<b>Amount Requested from TBCF</b> (Total Income minus Total Expenses; this number should be negative)	<b>\$</b>
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## Project Budget – In-Kind

Source	Details	Estimated Value

## Definitions

**Project Funding** – Any monies dedicated to the project. This could be: funds dedicated in your budget by your board; donations earned to date; other funding sources like other Foundations, Government, etc.; and any other funding specific to the project.

**Project Expenses** – Any project costs including: materials; facility costs; transportation costs; volunteer stipends; employee wages for the project; marketing costs; and any other costs specific to the project.

**In-Kind** – In-kind items are project resources you receive at no cost. Your volunteers are a good example of an in-kind budget item.

## Other Info

The value of your volunteers can be indicated in monetary value or in hours. There is no one correct method. Many organizations have different methods like using the hourly rate that would be paid if the volunteer position was a staff position. The following document covers the concept extensively.

[http://www.imaginecanada.ca/sites/default/files/www/en/library/kdc-cdc/quarter\\_final\\_eng.pdf](http://www.imaginecanada.ca/sites/default/files/www/en/library/kdc-cdc/quarter_final_eng.pdf)