

## TRU Sustainability Grant Fund Budget Template

Application Number:	Column A	Column B	Column C	Comments
EXPENDITURES (Round to nearest dollar)	Total project cost	Amount of project cost supplied by applicants	Amount in Column A requested from the Sustainability Grant Fund	Explain how the total costs in Column A were derived at (attach additional documents if needed)
<b>Labour Costs</b>				
Consultants/Professional Fees				
TRU Staff				
Volunteer Honourariums				
Other (specify):				
<b>Fees Sub-total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Direct Costs</b>				
Site Preparation				
Equipment rental				
Equipment purchase	\$170,938		\$80,000	through quotes obtained from Christie Lites
Construction / building materials				
Other (specify):				
<b>Direct Costs Sub-total:</b>	<b>\$170,938</b>	<b>\$0</b>	<b>\$80,000</b>	
<b>Communications or Training</b>				
Training Fees				
Training or Educational Materials				
Travel Costs Related to Training				
Brochures or program notes				
Pre-printing including design, layout				
Printing/copying				
Web site/Social Media sites design/production				
Marketing, publicity and promotion				
Other (specify):				
<b>Communications Sub-total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Overhead</b>				
Insurance				
Administration				
Office supplies				
Rental of space				
Other (specify):				
<b>Overhead Sub-total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>ADD ALL SUB-TOTALS</b>	<b>\$170,938</b>	<b>\$0</b>	<b>\$80,000</b>	
Contingency Amount (please include 10% of the Sub-Total as a contingency amount):	\$17,000	\$0	\$0	
<b>TOTAL OF ALL COLUMNS</b>	<b>\$187,938</b>	<b>\$0</b>	<b>\$80,000</b>	