



**2011 HPS Funding  
SAMPLE BUDGET NEGOTIATION NOTES**

**Common Name of Organization:** \_\_\_\_\_  
**Project Number:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_

SAMPLE

**BUDGET CATEGORIES & ITEMS**

**A. REVENUES CATEGORIES**

**GENERAL INSTRUCTIONS ABOUT THIS FORM CAN BE FOUND IN THE APPLICATION GUIDE UNDER SECTION 2.9.** HPS is founded on the principle of partnership. Therefore, it requires contributions from the program to be matched, dollar for dollar, either in-kind or cash/financial contributions. Therefore, please detail the cash and in-kind contributions that you will be receiving from other sources for this project for each year you are requesting funding (i.e. Organizations, amount of contribution, nature and value of contribution, purpose of funding). As well, please list your organization's cash and in-kind contributions

	2012-2013	2013-2014	Total	Detail Description / Comments
Your Organization's Cash Contributions	\$300,000.00	\$300,000.00	\$600,000.00	Annual fundraising gala (\$100,000) and client revenue (\$200,000)
Your Organization's In-kind Contributions	\$150,000.00	\$150,000.00	\$300,000.00	Directors and staff volunteer hours - 15 people @ \$25/hr/4 hrs per week
Other Contributors' Cash Contributions	\$100,000.00	\$100,000.00	\$200,000.00	\$50,000 from Robert Knight Foundation (letter attached) and \$50,000 from Coast Capital Foundation (letter attached)
Other Contributors' In-kind Contributions	\$50,000.00	\$50,000.00	\$100,000.00	6 volunteer front desk personnel @ \$15/hr, 20hrs per week
<b>Total Revenues</b>	<b>\$600,000.00</b>	<b>\$600,000.00</b>	<b>\$1,200,000.00</b>	

**B. EXPENDITURE CATEGORIES & ITEMS**

There are 8 expenditure or cost categories for all project costs. All costs must be linked to project activities included in the proposal and to functions that are project specific. For example, wages/salaries of project staff are in Category 1 (i.e. project managers, case managers, housing placement workers, data co-coordinator), and wages/salaries of head office management are in category 7 (payroll, HR, admin). Reimbursement will be supported by invoices (payroll and/or travel claims, as appropriate) and will be subject to monitoring and audit. See Application Guide for examples of costs for which a contribution can be considered.

	AMOUNT PER YEAR		TOTAL	Detail Description / Comments
	2012-2013	2013-2014	Total	
<b>1. Staff Wages/Salaries</b>				
Staff Wages	\$291,689.16	\$291,689.16	\$583,378.32	2 program directors @ \$50/hr/40 weeks
MERCs	\$43,753.37	\$43,753.37	\$87,506.74	15% Mercs (EI, CPP, WCB). WCB at \$1.29 per \$1000.
Benefits	\$14,584.46	\$14,584.46	\$29,168.92	5% benefits (vacation pay). All payments per union agreement.
<b>Sub-Total 1: Staff Wages</b>	<b>\$350,026.99</b>	<b>\$350,026.99</b>	<b>\$700,053.98</b>	
<b>2. Professional Fees</b>				
Professional fees	\$10,000.00	\$11,000.00	\$21,000.00	Janitorial and bookkeeping services at \$5,000 each. Bookkeeping cost increases by 10% in 2013.
Legal fees	\$0.00	\$0.00	\$0.00	
<b>Sub-Total 2: Professional Fees</b>	<b>\$10,000.00</b>	<b>\$11,000.00</b>	<b>\$21,000.00</b>	
<b>3. Travel</b>				

BUDGET CATEGORIES & ITEMS				
Staff and volunteer travel directly linked to assisting clients	\$26,000.00	\$28,600.00	\$54,600.00	Staff travel to 4 project sites reimbursed at \$0.52 per kilometre. Kilometres travelled expected to increase by 10% in 2013/14.
<b>Sub-Total 3: Travel</b>	<b>\$26,000.00</b>	<b>\$28,600.00</b>	<b>\$54,600.00</b>	
<b>4. Capital assets</b>				
Capital assets of more than \$1,000 (excluding taxes)	\$3,000.00	\$0.00	\$3,000.00	3 new Dell Inspiron laptops for staff at \$1,000 plus tax.
Furniture of more than \$1,000 (excluding taxes)	\$0.00	\$0.00	\$0.00	
Appliances of more than \$1,000 (excluding taxes)	\$0.00	\$987.00	\$987.00	New stove for client kitchen area @ \$881.25 plus HST.
<b>Sub-Total 4: Capital assets</b>	<b>\$3,000.00</b>	<b>\$987.00</b>	<b>\$3,987.00</b>	
<b>5. Other Activity Related Project Costs</b>				
This includes costs directly associated with the project activities that are not included in any other budget category.				
Rent, lease (including applicant owned premises) and repairs, leasehold improvements	\$36,000.00	\$36,000.00	\$72,000.00	Office rent for 1000 square feet at \$36/square feet.
Furniture costing \$1,000 or less, excluding taxes	\$0.00	\$0.00	\$0.00	
Staff disability supports	\$0.00	\$0.00	\$0.00	
Staff training (specify)	\$0.00	\$500.00	\$500.00	Media training for program directors in 2012.
Conference attendance fees	\$250.00	\$250.00	\$500.00	BC Non-profit
Conference costs (meeting room rental, guest speakers, etc.)	\$0.00	\$0.00	\$0.00	
Signage	\$1,000.00	\$0.00	\$1,000.00	New sign to conform to City's new sign bylaw.
Utilities	\$0.00	\$0.00	\$0.00	
Equipment lease, rental or purchase	\$0.00	\$0.00	\$0.00	
Computer software and licenses directly related to delivering project activities including those that support the use of a client tracking system	\$0.00	\$0.00	\$0.00	
Costs associated with use of applicant-owned assets other than premises (e.g. computers and other equipment, furniture, etc.)	\$0.00	\$0.00	\$0.00	
Memberships (professional and organizational), affiliation fees and business licenses and permits	\$1,500.00	\$1,500.00	\$3,000.00	Annual membership in the Canadian Association of Homeless Service Providers at \$750 per director.
Advertising (newspaper ads, flyer production, web page design etc.)	\$0.00	\$0.00	\$0.00	
Reference materials (books, periodicals, subscriptions, etc.)	\$300.00	\$300.00	\$600.00	Subscription to the Journal of Canadian Association of Homeless Service Providers - \$300 for 10 issues per year.
Telephone and/or fax line installation and charges	\$3,600.00	\$3,600.00	\$7,200.00	\$300 for 3 lines per month.
Internet installation and monthly fees	\$900.00	\$945.00	\$1,845.00	Shaw Internet services for clients and staff @ \$75/month.
IT maintenance	\$1,000.00	\$1,100.00	\$2,100.00	Annual server maintenance contract with Safenet Incorporated. 10% increase expected in 2013.

SUB CATEGORIES & ITEMS				
Printing	\$500.00	\$500.00	\$1,000.00	Bruchures, flyers and fundraising documents.
Postage	\$300.00	\$330.00	\$630.00	Stamps and couriers. 10% increase expected in 2013.
Costs related to transition/wind-down	\$0.00	\$0.00	\$0.00	
Materials and supplies	\$1,000.00	\$1,000.00	\$2,000.00	Miscellaneous office supplies.
<b>Sub-Total 5: Other Activity Related Project Costs</b>	<b>\$46,350.00</b>	<b>\$46,025.00</b>	<b>\$92,375.00</b>	

#### 6. Participant related costs

This includes expenses associated with the participants/clients of a particular project. Please note: for the HPS, these costs cannot be paid directly to clients (for example, in the case of a rent payment to avoid eviction, the recipient would reimburse the landlord directly). Reimbursement will be supported by invoices and will be subject to monitoring and audit.

Housing Emergency assistance (e.g. rent and utilities)	\$0.00	\$0.00	\$0.00	
Living expenses for individuals (e.g. vouchers for food, clothing, grocery, baby diapers, eye glasses)	\$10,400.00	\$11,440.00	\$21,840.00	1 lunch bag for 20 clients for each weekly outing.
Disability related supports	\$0.00	\$0.00	\$0.00	
Professional fees related to participants/clients-contracting, sub-contracting (e.g. vocational assessments, needs assessments)	\$0.00	\$0.00	\$0.00	
Dependant care	\$0.00	\$0.00	\$0.00	
Materials and supplies, household items that remain with the participant/client	\$2,500.00	\$2,700.00	\$5,200.00	Materials and supplies for client events. 10% increase anticipated in 2013.
Travel associated with participants/clients (e.g. bus tickets)	\$1,500.00	\$1,500.00	\$3,000.00	Bus tickets and bus rentals to take clients to recreation and educational events.
<b>Sub-Total 6 Participant Related Costs</b>	<b>\$14,400.00</b>	<b>\$15,640.00</b>	<b>\$30,040.00</b>	

#### 7. Administrative Costs

Insurance (fire, theft, liability) and extended warranties	\$0.00	\$0.00	\$0.00	
Operational printing contracted externally (business cards, letterhead, printing of organizational or project brochures, etc.)	\$0.00	\$0.00	\$0.00	
Equipment repair and maintenance associated with everyday upkeep not covered by a lease or service contract (includes photocopy meter charges)	\$500.00	\$700.00	\$1,200.00	Regular maintenance of printer, fax and computers.
Staff professional development - to cover basic training needs as per organization's existing policies; employment related requirements, which can include, but is not limited to, health and safety, first aid, CPR, self-defense, crisis intervention, anti-racism, sensitivity, conflict resolution, etc.	\$0.00	\$0.00	\$0.00	
Office supplies (pens, paper, envelopes, subscriptions)	\$0.00	\$0.00	\$0.00	
Bank charges	\$0.00	\$0.00	\$0.00	
Other non participant-based costs (e.g. staff and volunteer recognition)	\$0.00	\$0.00	\$0.00	
Staff and volunteer travel for meetings or networking (does NOT include monthly parking fees; travel to assist participants is noted in cost type 5 (Participant Related Costs))	\$0.00	\$0.00	\$0.00	
Computer software and/or license renewals and upgrades	\$0.00	\$0.00	\$0.00	

BUDGET CATEGORIES & ITEMS				
<b>Sub-total 7: Administrative Costs</b>	<b>\$500.00</b>	<b>\$700.00</b>	<b>\$1,200.00</b>	
<b>8. Organizational Infrastructure Costs</b>				
<p>Also known as centralized administrative costs, these are expenses incurred for "main office", "head office", or "administrative office" of the Recipient, which guide and enable effective program delivery and contribute to the success of the project by providing support through overall organization governance, management, planning, finance, communications, human resources and information technology. These are costs related to functions which are not project specific. For example, wages/salaries and related office costs of management or other staff whose time is not spent specifically on management or delivery of project activities (i.e. CEO, HR department, Finance group, Administration section etc.) Expenses associated with the project under this heading can be included in payments that are based on a formula.</p>				
Staff wages for staff working only indirectly on the project	\$15,600.00	\$15,600.00	\$31,200.00	ED wages at \$75/hr x 4hr per week.
MERCS for staff working indirectly on the project	\$2,340.00	\$2,340.00	\$4,680.00	15% Mercs (EI, CPP, WCB). WCB at \$1.29 per \$1000.
Benefits for staff working only indirectly on the project	\$780.00	\$780.00	\$1,560.00	5% vacation
Rent, lease (including applicant owned premises) and minor repairs and leasehold improvements	\$1,000.00	\$1,000.00	\$2,000.00	Assignment of 10% of Headquarters rent.
Utilities	\$500.00	\$500.00	\$1,000.00	Assignment of 10% of Headquarters utilities.
Furniture	\$0.00	\$0.00	\$0.00	
Signage	\$0.00	\$0.00	\$0.00	
Equipment purchase, lease or rental (including computers)	\$0.00	\$0.00	\$0.00	
Costs associated with use of applicant-owned assets other than premises (e.g. computers and other equipment, furniture, etc.)	\$0.00	\$0.00	\$0.00	
Equipment maintenance and repairs	\$0.00	\$0.00	\$0.00	
Computer software and licenses	\$0.00	\$0.00	\$0.00	
Professional fees – contracting (e.g. bookkeeping, janitorial services, IT, equipment maintenance services, security)	\$0.00	\$0.00	\$0.00	
Staff disability supports	\$0.00	\$0.00	\$0.00	
Telephone costs	\$0.00	\$0.00	\$0.00	
Postage and courier	\$0.00	\$0.00	\$0.00	
Internet costs (web page design, etc.) and other IT requirements;	\$0.00	\$0.00	\$0.00	
Printing costs	\$0.00	\$0.00	\$0.00	
Advertising costs	\$0.00	\$0.00	\$0.00	
General insurance (e.g. directors' liability insurance)	\$50.00	\$50.00	\$100.00	10% of HQ general insurance.
Travel associated with staff of the head office and board members (based on travel claims)	\$520.00	\$520.00	\$1,040.00	ED travel to project sites. 1000 kilometers expected at \$0.52
Training and development costs (volunteer and staff)	\$0.00	\$0.00	\$0.00	
Office supplies	\$500.00	\$500.00	\$1,000.00	10% of HQ office supplies cost.
Bank charges	\$30.00	\$30.00	\$60.00	10% of HQ bank charges.
Memberships and affiliation fees (professional, inter- and intra-organizational, etc.)	\$200.00	\$200.00	\$400.00	10% of ED membership of CGA.
<b>Sub-total 8: Organizational Infrastructure Costs</b>	<b>\$21,520.00</b>	<b>\$21,520.00</b>	<b>\$43,040.00</b>	
<b>TOTAL HRSDC COSTS</b>	<b>\$471,796.99</b>	<b>\$474,498.99</b>	<b>\$946,295.98</b>	