**PSH/ICM TCFP Proposed Budget**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Legal Name of Organization:**  **Proposed Project Name:** | | **Project Number: (for office use only)**  **Funding requested for number of months:       / \_\_\_\_\_\_\_** | |  |   **EXPENDITURE CATEGORIES** | | | | | | | | |
| There are 8 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 coordinator), and wages/salaries of head office management are in category 8 (payroll, HR, admin). Reimbursement will be supported by invoices (payroll and/or travel claims, as appropriate) and will be subject to monitoring and audit. Examples of costs for which a contribution can be considered include, but are not limited to: | | | | | | | | |
|  | **Amount Requested**  **For**  **2021-22** | **Detail Description / Comments** | | | | | | |
| **1. Staff Wages** | | | | | | | | |
| **Staff Wages** includes Mandatory Employment Related Costs (MERCs) which refer to payments an employer is required by law to make in respect of its employees such as EI and CPP/QPP premiums, workers’ compensation premiums, vacation pay and Employer Health Tax. | $  - | Provide details (i.e. hourly rate, number of hours, number of weeks, MERCs) **by position**. | | | | | | |
| **Benefits** which refer to payments an employer is required to make in respect of its employees by virtue of company policy or a collective agreement. Examples of Benefits include contributions to a group pension plan or premiums towards a group insurance plan, extended illness and maternity leave, termination pay where warranted by provincial employment standards and organizational policies in existence at the time, severance pay where warranted by provincial labour standards, etc. | $       - |  | | | | | | |
| **Sub-Total 1: Staff Wages** | **$       -** |  | | | | | | |
| **2. Professional Fees** | | | | | | | | |
| Professional fees – sub-contracting contracted specifically to support the project (e.g. bookkeeping, janitorial services and supplies, community plan facilitator, information technology, equipment maintenance services and security. Legal fees are noted separately below); all fees related to the purchase, pre-development, construction or renovation of facilities are noted in Category 5: Facilities. | $       - |  | | | | | | |
| Legal fees (e.g. allowance for costs related to review of lease for new project site premises) | $       - |  | | | | | | |
| **Sub-Total 2: Professional Fees** | **$       -** |  | | | | | | |
| **3. Travel** |  |  | | |  | | |  |
| Staff and volunteer travel directly linked to assisting clients (e.g. housing placement or mobile counseling); travel for meetings and networking is **noted in Category 7: Administrative Costs** | $       - | Provide details (i.e. means of transportation, number of kilometers) | | | | | | |
| **Sub-Total 3: Travel** | **$       -** |  | | | | | | |
| **4. Capital assets (except facilities)** |  | | | | | | | |
| Capital assets of more than $1,000 (excluding taxes). By default, all capital assets remain the property of the Recipient at the end of the project, unless an agreement for their disposition is prepared. List all capital asset purchases. | $       - | Provide list of individual assets and specify which will not remain with the recipient at the end of the project. | | | | | | |
| Furniture of more than $1,000 excluding taxes | $       - |  | | | | | | |
| Appliances of more than $1,000 excluding taxes | $       - |  | | | | | | |
| **Sub-Total 4: Capital assets (except facilities)** | **$       -** |  | | | | | | |
| **5. Facilities (capital investments)** |  |  | |  | | | |  |
| Cost of purchasing land and/or building(s), including refundable deposits; | $       - | Provide details of market value of property. | | | | | | |
| Construction or renovations to facilities: costs of labour and materials, general contractors, professional fees for project management, site supervision and inspections | $       - | Provide details of preliminary cost estimates for the construction or renovation and market value of property. | | | | | | |
| Pre-development costs: property zoning and assessment fees, environmental assessments, architectural drawings and advice, engineering drawings and advice, building permits, licenses and taxes | $       - | Provide details of the different professionals involved and their fees | | | | | | |
| Other: please specify | $       - |  | | | | | | |
| **Sub-Total 5: Facilities (Capital investments)** | **$       -** | Proof of market values are required. | | | | | | |
| **6. Other Activity Related Project Costs** |  |  | |  | | | |  |
| **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 | $       - |  | | | | | | |
| Furniture costing $1,000 or less, excluding taxes | $       - |  | | | | | | |
| Staff disability supports | $       - |  | | | | | | |
| Staff training (specify) | $       - |  | | | | | | |
| Conference attendance fees | $       - |  | | | | | | |
| Conference costs (meeting room rental, guest speakers, etc.) | $       - |  | | | | | | |
| Signage | $       - |  | | | | | | |
| Utilities | $       - |  | | | | | | |
| Equipment lease, rental or purchase (including computers, fax machines, etc.; meter charge for photocopies, repair and maintenance cost items are **included in cost type 7: Administrative Costs)** | $       - |  | | | | | | |
| Computer software and licenses directly related to delivering project activities including those that support the use of a client tracking system | $       - |  | | | | | | |
| Costs associated with use of applicant-owned assets other than premises (e.g. computers and other equipment, furniture, etc.) | $       - |  | | | | | | |
| Memberships (professional and organizational), affiliation fees and business licenses and permits | $       - |  | | | | | | |
| Advertising (newspaper ads, flyer production, web page design etc.) | $       - |  | | | | | | |
| Reference materials (books, periodicals, subscriptions, etc.) | $       - |  | | | | | | |
| Telephone and/or fax line installation and charges | $       - |  | | | | | | |
| Internet installation and monthly fees | $       - |  | | | | | | |
| IT maintenance | $       - |  | | | | | | |
| Printing | $       - |  | | | | | | |
| Staff professional development (courses required by staff to ensure the success of the project, must not be part of the routine development courses required by the organization’s policies) | $       - |  | | | | | | |
| Postage | $       - |  | | | | | | |
| Costs related to transition/wind-down (termination and/or severance pay, other HR related costs, penalties for breaking leases, etc.) | $       - |  | | | | | | |
| Materials and supplies (e.g. food supplies, laundry supplies, cleaning supplies, personal or household items for facilities that house homeless people, office supplies for the facility) | $       - |  | | | | | | |
| **Participant related costs**: Expenses associated with the participants/clients of a particular project. Please note: for Reaching Home, 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. The following participant related costs are part of this expense category #6: Other Activity Related Costs, and may include, but are not limited to: | | | | | | | | |
| Housing Emergency assistance (e.g rent and utilities) | $       - |  | | | | | | |
| Living expenses for individuals (e.g. vouchers for food, clothing, grocery, baby diapers, eye glasses) | $       - |  | | | | | | |
| Disability related supports | $       - |  | | | | | | |
| Disability related incremental costs | $       - |  | | | | | | |
| Professional fees related to participants/clients-contracting, sub-contracting (e.g. vocational assessments, needs assessments) | $       - |  | | | | | | |
| Dependent care | $       - |  | | | | | | |
| Materials and supplies, household items that remain with the participant/client | $       - |  | | | | | | |
| Travel associated with participants / clients (e.g. bus tickets) | $       - |  | | | | | | |
| **Sub-Total 6: Other Activity Related Costs** | **$       -** |  | | | | | | |
| **7. Administrative Costs** |  |  |  | | | | |  |
| Insurance (fire, theft, liability) and extended warranties | $       - |  | | | | | | |
| Telephone and/or fax line installation and charges | $       - |  | | | | | | |
| Internet installation and monthly internet fees | $       - |  | | | | | | |
| IT maintenance | $       - |  | | | | | | |
| Postage and courier | $       - |  | | | | | | |
| Operational printing contracted externally (business cards, letterhead, printing of organizational or project brochures, etc.) | $       - |  | | | | | | |
| Equipment repair and maintenance associated with everyday upkeep not covered by a lease or service contract (includes photocopy meter charges) | $       - |  | | | | | | |
| 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. | $       - |  | | | | | | |
| Office supplies (pens, paper, envelopes, subscriptions) | $       - |  | | | | | | |
| Bank charges | $       -  $       - |  | | | | | | |
| Other non-participant-based costs (e.g. staff and volunteer recognition) | $       - |  | | | | | | |
| Staff and volunteer travel for meetings or networking (does NOT include monthly parking fees; travel to assist participants is noted in cost type 6 (Other Activity Related Project Costs) | $       - |  | | | | | | |
| Computer software and/or license renewals and upgrades | $       - |  | | | | | | |
| **Sub-total 7: Administrative Costs** | **$       -** |  | | | | | | |
| **8. Organizational Infrastructure Costs** |  |  |  | | | | |  |
| 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. | | | | | | | | |
| Staff wages and MERCS for staff working only indirectly on the project | $       - |  | | | | | | |
| Benefits and other HR costs. (See Section 1 for details) | $       - |  | | | | | | |
| Rent, lease (including applicant owned premises) and minor repairs and leasehold improvements | $       - |  | | | | | | |
| Utilities | $       - |  | | | | | | |
| Furniture | $       - |  | | | | | | |
| Signage | $       - |  | | | | | | |
| Equipment purchase, lease or rental (including computers) | $       - |  | | | | | | |
| Costs associated with use of applicant-owned assets other than premises (e.g. computers and other equipment, furniture, etc.) | $       - |  | | | | | | |
| Equipment maintenance and repairs | $       - |  | | | | | | |
| Computer software and licenses | $       - |  | | | | | | |
| Professional fees – contracting (e.g. bookkeeping, janitorial services, IT, equipment maintenance services, security) | $       - |  | | | | | | |
| Staff disability supports | $       - |  | | | | | | |
| Telephone costs | $       - |  | | | | | | |
| Postage and courier | $       - |  | | | | | | |
| Internet costs (web page design, etc.) and other IT requirements; | $       - |  | | | | | | |
| Printing costs | $       - |  | | | | | | |
| Advertising costs | $       - |  | | | | | | |
| General insurance (e.g. directors’ liability insurance) | $       - |  | | | | | | |
| Travel associated with staff of the head office and board members (based on travel claims) | $       - |  | | | | | | |
| Training and development costs (volunteer and staff) | $       - |  | | | | | | |
| Office supplies | $       - |  | | | | | | |
| Bank charges | $       - |  | | | | | | |
| Memberships and affiliation fees (professional, inter- and intra-organizational, etc.) | $       - |  | | | | | | |
| **Sub-total 8: Organizational Infrastructure Costs** | **$       -** |  | | | | | | |
|  |  |  | | | |  |  | |
| **TOTAL REACHING HOME COSTS** | **$       -** |  | | | | | | |
|  | | | | | | | | |
| **OTHER SOURCES OF FUNDING** | **Value of contribution** | **Detail the cash and in-kind contributions from other sources (Organizations, amount of contribution, nature and value of contribution, purpose of funding)** | | | | | | |
| Cash | $       - |  | | | | | | |
| In-Kind | $       - |  | | | | | | |
| **TOTAL OTHER SOURCES OF FUNDING** | **$       -** |  | | | | | | |
|  | | | | | | | | |
| **TOTAL PROJECT COSTS** | **$       -** |  | | | | | | |
|  | | | | | | | | |
| ***FOR INTERNAL USE BY THE CE ONLY*** | | | | | | | | |
| 1. Are administrative expenses (Sub-totals 7 and 8) within the ESDC / CAB contribution limit? Yes  No | | | | | | | | |
| If No, please explain : | | | | | | | | |
| 2. Are wages within the prevailing wage labour rate for this occupation in the community? Yes  No | | | | | | | | |
| Comments: | | | | | | | | |