



Circular Economy Grant: Budget Template

Organization:
Business Contact Info
(Name/E-Mail):
Date:
Project Title:

Project Expenses Example			
<i>The categories listed are just examples. Please adapt to your specific project. Insert lines as needed.</i>	<i>Provide listing of all expenses per source</i>	<i>Provide quotes to support anticipated expenses</i>	<i>Actual expenses to be provided upon completion of the project with final report and invoices</i>
<i>Example</i>			
<i>Supplies</i>	<i>Paint, brushes - Cloverdale</i>	<i>\$ 75.00</i>	
<i>Supplies</i>	<i>Lumber, soil - Home Depot</i>	<i>\$ 60.00</i>	

Project Expenses			
Item	Description	Anticipated Expenses	Actual Expenses
Staffing Expenses			
Direct staff costs for the project			
Direct non-staff costs for purchased services from contractors or consultants for the project			
Staffing Expenses Total		\$ -	\$ -
Other Eligible Expenses			

Communication tools and materials			
Project materials and supplies including equipment rental or purchase			
Professional speaker and professional skills instructor fees			
Project-specific training			
Room/facility and event rental fees			
Translation expenses by a professional translator			
Travel costs incurred by employees and volunteers directly related to the project			
Other			
Other			
Other			
Other Eligible Expenses Total		\$ -	\$ -
SUB TOTAL		\$ -	\$ -
Contingency (Best Practice is 15%)	<i>Contingency is not included as an eligible expense for Circular Economy Grant funding. Contingency may not be required for all projects.</i>	\$ -	\$ -
TOTAL EXPENSES with contingency		\$ -	\$ -

Other Sources of Funding to Support the Project		
Item	Description	Amount
Cash on hand		
Additional grant funding		
Donated professional services		
Other		
Other		
Other		
TOTAL		\$ -