

# Orientation to Calgary Learns Budget Template

The required Budget Template has two functions:

Provides projected revenue and expenses (Application stage)

- The projected budget is relied upon by Calgary Learns and our external reviewers to better understand how you intend to implement the plans described in the application, the cost of various components, and how you intend to use grant funds

Provides actual revenue and expenses (Final Reporting stage)

- Provides a place to show your actual revenue and expenses at the end of the funding year
- Compares the proposed (approved) expenses from your application to the actual expenses at the final reporting stage (do not change the projected column)
- Information from this stage also provides data required by our funder, Alberta Advanced Education

Calgary Learns funding can go towards equipment, supplies and technology (e.g. software) etc. that **learners** will use to achieve their learning objectives. It cannot be used for capital expenses for the organization.

In-kind contributions are not included on the budget template. They need to be tracked and reported on in the final report form.

## Budget Category Explanations

### Program Revenue

This breakdown lists the sources of all of the revenue needed to run your program. It includes:

- the amount you are requesting from Calgary Learns
- anticipated participant fees
- organizational contributions (cash) that cannot be tracked to a specific funder
- other funding sources
- do **not** include in-kind contributions (this is reported in the Final Report)

### Expenses

We have included some standard expenses in the template that might be applicable to your program. You can edit the descriptors to better support the story outlined in your proposal narrative.

**Human Resources (HR):** HR costs reflect the total number of hours that are in the HR Breakdown at the bottom of the budget template. For programs with salaried employees, this amount would also include benefits.

New: ensure HR hours are listed in the appropriate categories at the bottom.

**Honoraria:** Indigenous programs are expected to have Elder involvement. Other programs may have guest speakers as part of the program. Projected Elders/guest speaker time in the program should be listed in the HR Breakdown hours at the bottom of the page. If a guest speaker is a volunteer and you give them a small gift instead, please put the gift in *Volunteer Support & Recognition* and remember to put their hours into the Human Resources breakdown at the bottom.

**Learning Resources:** Learning Resources can include any resources that directly support the participation and progression of adults who learn at a foundational level. In the application form, you will have mentioned the learning resources that you use for your program. Ensure this amount reflects the cost of all resources discussed in your application.

**Cultural Resources:** For Indigenous programs, this expense line offers a space to recognize some of the ceremonial and cultural resources needed to support programming. Ensure this amount reflects the cost of all resources discussed in your application.

**Administration:** Calgary Learns understands that your program is operating within your organization and there are other administrative supports needed to support the program (e.g. accounting, senior leadership, tech support, electricity etc.). A maximum of 20% of the total of your requested funding amount from Calgary Learns is allowed.

**\*Note - total Revenue and total Expenses need to match.**