Budget Template Guidelines

Business Incubation and Commercialization grants are non-repayable funds that the City of Toronto provides to qualified organizations to help offset their operating expenses. As such, a well-justified and details budget that is aligned with the proposed activities provides grant reviewers with confidence and trust on where public funds may be spent. The template provided only acts as a starting point for

Note that this template is only for organizations applying for the Programming and Events stream of Business Incubation and Commercialization Grant. Organizations applying to the Multi-year operating grant must provide most-recent audited financial statement.

Please ensure that all sources of revenue relevant to the program/event proposed are specified.

- distinguish between secured revenue vs. projected revenue

- distinguish between in-kind revenue vs. cash revenue

(Feel free to change line item name, and/or add more lines; this template is meant as a suggestion

Reminder that applicant must be able to provide a comprehensive budget for review with its application, demonstrating revenue of less than \$100,000 for Programs or \$50,000 for Events. Successful Programs applicants are eligible for maximum grant of Up to 50% of eligible expenses to a maximum of \$20,000. (with 25% hold back upon successful completion of all milestones and commitments).

Not-for Profit Sample Budget Template for Programming & Events Grant

Organization Name: Fiscal Year Range: Date Prepared:

	Application Year		
		% dedicated	
	Budget	to BIC	Total
REVENUE			
Government Grants			
Municipal (specify)			
Provincial (specify)			
Federal (specify)			
Other Funding Sources (eg. United Way)			
Individual Contributions			
Corporate Sponsorships/ Ads			
Fundraising			
Membership and Program Income			
Other			
Total Cash Revenue			
Total In-kind Revenue			
TOTAL REVENUE			
EXPENSES			
Salaries and Benefits			
Utilities			
Insurance			
Rent/Lease			
Marketing and Advertising			
Professional Fees			
Computer and Equipment			
Adminstration			
Legal Fees			
Memberships			
Conferences/Events			
Internet			
Web Hosting			
Telephone			
Travel			
Fundraising Fees			
Other			
TOTAL CASH EXPENSES			
IN-KIND EXPENSES			
List Item			
List Item			
List Item			
TOTAL IN-KIND EXPENSES			
REVENEUE OVER EXPENSES			

Previous Year				
Previous Year % dedicated				
Budget	to BIC	Total		
Duuget	10 10	Total		