2023 Identify & Impact Budget Template

Applications must be submitted online via the Toronto Grants, Incentives and Rebates Portal: http://cot.smartsimple.ca

Instructions

Please read more details about what the City of Toronto can and cannot fund and then answer the questions below about your funding request. More details can be found in the 2023 INI Guidelines.

What we CAN Fund

- Staff salaries and benefits
- Volunteer honorarium and expenses
- Space rental
- Program supplies (e.g., flipchart paper, curriculum books, sports equipment etc.)
- Food (e.g., snacks, drinks, lunch, dinner, etc.)
- Transportation to and from project activities by youth leaders, participants, staff and volunteers
- Equipment rental (e.g., projector, whiteboard, speakers, etc.)
- Capacity building costs (e.g., mental health training, first aid, group retreat, elder / mentorship, etc.)
- Small capital cost purchases. Note: Contact City staff about any capital cost line items prior to submitting your budget request, as major capital costs are not eligible for funding. (e.g., renovations, new builds, construction, etc.) Small capital costs (e.g., equipment or furnishing to support virtual activities) may be eligible, provided City approval. At the conclusion of the project, small capital items must be transferred to a not-for-profit to ensure ongoing community access.
- Childcare costs for participants and volunteers
- Office expenses
- Promotion and publicity (e.g., flyers, posters, website hosting / social media costs, etc.)
- Purchased services (including web design, translation, printing, facilitation, etc.)
- Accommodation supports (for youth participants and group leaders who are not deaf / disabled)
- Evaluation cost
- Overhead costs and project administration (up to 20%)
- Trustee/Administrative partner fees (up to 20%)

What we CAN'T fund

- Individuals (artists, motivational speakers, athletes, etc.)
- Adult-led organizations, including foundations
- Registered business or other for-profit groups
- Costs to run your current program/services not included in the project proposal
- Costs to maintain activities beyond the funding term
- Banquets, receptions, annual general meetings, sport tournaments
- Activities that extend beyond Toronto's borders (unless specifically for Indigenous-based cultural activities or allowable activities under the grant guidelines)
- Religious activities/services
- Political activities

- Fundraising events, donations to charitable causes
- Reserve funds, debt replayment, deficit funding
- Major capital costs (i.e building repairs or renovations)

Project Expenses

Please indicate how your grant funding request will be spent in each expense category in the chart below.

- **Description:** Please describe what the specific expenses are and how they will be used, including line item breakdowns.
  - *(e.g. $50 honoraria x 5 volunteers on planning committee)*
  - Description is mandatory if there is a Grant Request amount for the category.
- **Total Project Cost:** If applicable, how much are you spending on this line item including all sources of cash funding
  - *(e.g., funds from fundraising, donations, other grants, etc.)*
  - Cannot be less than the Grant Request (i.e., The Grant Request amount for a category cannot exceed the category's total budget.)
- **Grant Request:** How much grant funds are you requesting for this line item?
  - *(e.g., $50 honoraria x 5 volunteers on planning committee)*

Expense Category	Description	Total Project Cost	Grant Request
Salaries and benefits			
Volunteer Expenses *e.g., training, recruitment - Please specify*			
Participant expenses *Please specify*			
Outreach and promotion			
Project space *e.g., rental space for meetings or project activities*			
Transportation for participants, volunteers *If any. e.g., TTC fare*			
Food/refreshments			
Childcare for participants *if applicable*			
Project equipment or supplies *Indicate if rental or purchased*			
Translation *If applicable*			

Honoraria *Please specify for who and how much*			
Training -*Related to the project*			
Other Expenses: Specify			
Other Income: Specify			
Subtotal		Will automatically populate	Will automatically populate
Project Administration **Up to 20% of total requested funding**			
Total Project Expenses		Will automatically populate	Will automatically populate

Instructions – Revenue

Please indicate all project revenue for each category in the chart below.

- **Description:** Please describe the source of the revenue.
  - Description is mandatory if there is a Revenue Amount for the category.
  - If there are multiple sources in the same category, include breakdown details in the Description.
  - *(e.g., $10,000 from Acme Foundation, $5,000 from Globex Foundation)*
- **Revenue Amount:** Total revenue for the category, from all sources.
- **Confirmed?** Indicate if the funding has been confirmed: Yes/No.

Income Source	Description	Revenue Amount	Confirmed?
Federal			
Provincial			
City of Toronto *Other sources, besides this grant*			
Other Government			
Other Agencies			
Foundations			
Fundraising, Donations, Bequests			
Participant Fees			
Social Enterprises			
Other Income: Specify			
Other Income: Specify			