Identify & Impact Budget Template

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

# Instruc[tions](http://cot.smartsimple.ca/)

below about your funding request. More details can be found in the [INI Grant Guidelines.](https://www.toronto.ca/community-people/get-involved/community/investment-funding-programs/identify-n-impact-grant-program/)

Please read more details about what the City of Toronto can and cannot fund and then answer the questions

## What we CAN Fund

* Staff salaries and benefits (e.g. pay for group or project leads or for any hired staff)
* Volunteer honorarium and expenses
* Space rental
* Project supplies (e.g., office supplies, sports equipment, etc.)
* Food (e.g., snacks, drinks, lunch, dinner, catering, etc.)
* Transportation to and from project activities by youth leaders, participants, staff and volunteers
* Equipment rental
* 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.)
* Capacity building costs (e.g., mental health training, anti-racism training, CPR training, food handlers certification, cultural sensitivity training, financial literacy training, team building retreat, 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.
* Project monitoring and evaluation related costs
* Administrative costs (up to 20% of your project budget can be used to cover a portion or all of the costs related to the delivery of your project (e.g., partial rent for office space, partial staff cell phone costs, printing).
* Organizational Mentor / Trustee fees (if applicable, up to 20%)

## Who and What we CAN’T fund

* Individuals (artists, motivational speakers, athletes, etc.)
* Adult-led organizations, including foundations
* Registered businesses or other for-profit groups
* Costs to run your existing programs/services (we cannot fund ongoing, multi-year programming)
* Banquets, receptions, annual general meetings, sport tournaments
* Activities that extend beyond Toronto's borders
  + Unless specifically for Indigenous-based cultural activities outside of Toronto, as per the City of Toronto Grants Policy
* Religious activities/services
* Political activities
* Fundraising events
* Donations to charitable causes
* Projects led by youth who live outside of Toronto
* Reserve funds, debt repayment, 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)*

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| --- | --- | --- | --- |
| **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*** |  |  |  |

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| --- | --- | --- | --- |
| **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.

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| **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** |  |  |  |