**Appendix A: Budget Template (To be submitted with application)**

This template is meant as a guide. Please add or use other budget categories if necessary. **Please pay close attention to eligible and non-eligible expenses** below. For Reporting Use Only\*\*

|  |  |  |  |
| --- | --- | --- | --- |
| **PROPOSED PROJECT EXPENSES**  **(Please provide details)** | **Details** | **TOTAL BUDGET** | **AMOUNT COVERED BY RAINBOW GRANT REQUEST** |
| **Program, Production & Artistic Expenses** (e.g. Space, Materials, Equipment Rental, Artist Fees, Honoraria, Event Costs etc.) |  | $ | $ |
| **Resource & Training Materials**  (e.g., Brochures, Flyers, Newsletters, Workbooks, Journals, Videos, Consultant/ Speakers) |  | $ | $ |
| **Outreach** (e.g., Workshops or Presentations) |  | $ | $ |
| **Marketing & Promotion** (e.g. Advertising, Press Releases, Social Media) |  | $ | $ |
| **Training** (e.g., Workshops, Seminars, Conferences, etc.) |  | $ | $ |
| **Evaluation** (e.g., Focus Groups, Surveys) |  | $ | $ |
| **Other** (please describe) |  | $ | $ |
| **TOTALS** |  | $ | $ |

|  |  |
| --- | --- |
| **Examples of Eligible expenses:** | **What Rainbow Grants will NOT fund:** |
| * Honoraria | * Costs incurred in preparing the application; legal fees |
| * Project-dedicated space | * Membership fees, tuition fees & other school expenses |
| * Workshop supplies, materials, refreshments, etc. | * Fundraising |
| * Production of educational information & tools | * Financial reserves or deficits |
| * Outreach, promotion, advocacy | * Capital purchases or expenses |
| * Equipment rentals | * **Ongoing/core operating expenses; salaries full-time, part-time, overtime** |
| * Materials, printing & other marketing costs | * Travel including accommodation, vehicle rentals for the purpose of travel & per diem,etc.; living expenses |

**APPENDIX B: SOURCES OF REVENUE (to be submitted with application)**

**This template FOR REPORTING USE ONLY \*\***

|  |  |  |
| --- | --- | --- |
| **PROPOSED SOURCES OF REVENUE** | **AMOUNT** | **IS AMOUNT CONFIRMED OR PROJECTED?** |
| RAINBOW GRANT AWARD | $ |  |
| FEDERAL or PROVINCIAL or Municipal GRANTS | $ |  |
| MUNICIPAL GRANTS | $ |  |
| FUNDING FROM OTHER CHARITIES | $ |  |
| CORPORATE DONATIONS | $ |  |
| INDIVIDUAL DONATIONS | $ |  |
| OTHER FUNDING SOURCES (SPECIFY) | $ |  |
| TOTALS | $ |  |

Notes:

* Please provide notes for any line items totalling over $1000.00
* It is the goal of the Foundation to fund specific, measurable project expenses and items. Please specify the amounts for which Rainbow Grant funding would be used; and,
* **It is not the goal of the Foundation to fund on-going expenses of the applicant whether it is an individual or organization. Please review eligible and ineligible costs outlined below Appendix A above.**