Gender Equity Diversity Inclusion & Community Enhancement Program

Budget Guidelines and Template

As part of your application to the Gender Equity Diversity Inclusion & Community Enhancement Grant Program you must complete the attached Budget Template. All applications must be submitted with an accompanying completed budget in order to be considered.

Below you will find instructions to help you complete the Budget Template. Please do not hesitate to reach out via email to GEDI@gov.pe.ca if you require any assistance in filling out the budget or if you have any questions.

The Budget Template contains four columns:

The **"Project Expense"** column lists the possible categories that project expenses may fall under.

The **"Details/Description"** column is where you should explain the expense.

The **"Amount"** column is where you can put the expected total expense for this category.

The **"Request from GEDI"** column is where you should put the total amount you are requesting from the GEDI & Community Enhancement Grant for each expense category.

Project Expense Categories

The Budget Template contains 8 rows, representing categories of possible project expenses. Use the following descriptions to help categorize your project expenses. All projected costs must be listed under one of the categories below. If an expense does not clearly fit into a category, use the "Other" category and provide an explanation. Not all projects will have expenses in every category. You are not required to use all categories if some do not apply to your project.

1. **Wages/Salary/Benefits/MERCS:**

In this category include expenses related to paying staff to carry out the project. This includes wages, salaries, and mandatory employment-related costs (MERCS), such as Employment Insurance (EI), Canada Pension Plan (CPP), and vacation pay, as required by law. *Examples: salaries for project staff, part-time program coordinators, and employer-paid benefits or deductions.*

2. **Professional Fees:**

In this category include payments made to individuals or businesses for specialized professional services that support your project. *Examples: fees for guest speakers, workshop facilitators, consultants, legal or accounting services.*

3. **Honoraria/Incentives:**

In this category include "thank-you" payments to individuals for their time, input, or participation, particularly volunteers or community members. Also include costs that reduce barriers to participation, such as covering childcare or transportation. *Examples: honoraria for community advisors, incentives for survey participants, or reimbursement for travel and childcare expenses.*

4. Facility & Venue Rental /Catering:

In this category include costs for renting physical spaces needed to host project activities or events. *Examples: rental of community halls for events, meeting rooms for workshops, or lecture theatres for speaker series.*

Also include costs for food and beverages provided during project activities, events, or meetings. *Examples: lunch and coffee for an all-day training, refreshments at community consultations, or culturally specific meals at a community gathering.*

5. Materials, Supplies, and Equipment:

In this category include all items needed to carry out project activities. These are consumable or low-cost items used during delivery of your project. *Examples: art supplies for workshops, printed handouts for trainings, flip charts, markers, or cultural decorations for an event.*

Also include costs for equipment rented or purchased specifically for the project. Equipment must directly support project activities and be essential for successful delivery. *Examples: rental of a sound system or projector for an event, purchase of a microphone for a podcast series, or rental of tables and chairs for a community gathering.*

6. Publicity and Promotion:

In this category include costs related to raising awareness about your project and reaching your target audience. *Examples: posters or flyers for community outreach, newspaper or radio ads, or paid social media ads to promote a workshop or survey.*

7. Administrative Costs:

In this category include general overhead costs needed to support project delivery. These must be directly related to the project and cannot exceed 10% of the total budget. *Examples: insurance for events, a portion of utilities or internet costs, office supplies, or phone expenses.*

8. Other:

In this category include any expenses that do not fit into the above categories. Be sure to clearly explain what the costs are and how they support the goals of your project. *Examples: accessibility supports not already covered (e.g., ASL interpretation), in-province travel costs for staff members, contingency expenses, or unique items specific to your project.*

Project Expense	Details / Description	Amount	Request from GEDI Grant
Wages/Salary/ Benefits/MERCS			
Professional Fees			
Honoraria/Incentives			
Facility & Venue Rental /Catering			
Materials, Supplies, and Equipment			
Publicity and Promotion			
Administrative Costs (max. 10% of total project cost)			
Other (please specify):			
Total:			0