

# Climate Challenge Fund Timeline and Budget Worksheets

2021/2022

## Instructions

This workbook is to be completed as part of your application to the Climate Challenge Fund (CC Fund) and includes the **Activities and Timeline Worksheet**, and **Project Budget Worksheet**. A Sample Budget is also provided for your reference.

Please contact the Climate Challenge Fund Working Group at [ClimateChallenge@gov.pe.ca](mailto:ClimateChallenge@gov.pe.ca) if you require any assistance completing the worksheets.

## Activities and Timeline Worksheet

Please provide a list of the key project activities in sequence, including an estimated timeline and the relevant milestones or deliverables of each. Activities are the steps that will be taken to carry out the project. Activities should be specific, measurable, realistic and relevant. The activities list should be in list format. Any further descriptions required should be included in the detailed project description on the Application Form.

The overall project timeline must show completion by March 31, 2023.

## Project Budget Worksheet

Provide a breakdown of the project budget using the fiscal year of April 1 - March 31. Provide a list of any in-kind contributions to the project.

You must identify all project funding sources including government contributions. For each contribution please provide the source name and the funding program name, if applicable.

### NOTES:

- 1 - Leave rows blank where values are not applicable to your project.
- 2 - Ensure that the "Total Project Costs" and "Total Contributions" are the same.
- 3 - If you add row or delete rows, ensure that the totals and sums account for those changes to the spreadsheet.



**Climate Challenge Fund - Project Budget Worksheet**

Provide a breakdown of the project budget using the fiscal year of April 1 - March 31.  
 Provide a list of any in-kind contributions to the project.  
 You must identify all project funding sources including government contributions. For each contribution please provide the source name and the funding program name, if applicable.

**NOTES:**

- 1 - Leave rows blank where values are not applicable to your project.
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<b>ELIGIBLE EXPENDITURES</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>TOTAL</b>
<b>Total Expenditures:</b>			
<b>IN-KIND COSTS</b>			
<b>Total In-Kind Costs:</b>			
<b>Total Eligible Expenditures:</b>			

<b>INELIGIBLE COSTS AND EXPENDITURES</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>TOTAL</b>
<b>Total:</b>			
<b>Total Ineligible Expenditures:</b>			

**TOTAL PROJECT COSTS (TOTAL ELIGIBLE + TOTAL INELIGIBLE EXPENDITURES)**

<b>Organization Type:</b>		<b>Cost Share (%) by Organization Type:</b>	
<b>Climate Challenge Fund Request:</b>			

**Climate Challenge Fund - Project Budget Worksheet**

<b>APPLICANT'S SHARE AND OTHER CONTRIBUTIONS</b>			
<b>Applicant's Share of Total Project Costs (Total Project Cost - CC Fund Request):</b>			
<b>Please confirm if the Applicant's Share of Expenditures has been secured (yes/no):</b>			
<b>Contributions</b>	<b>Cash</b>	<b>In-kind</b>	<b>TOTAL</b>
<b>Private Sector Contribution</b>			
Applicant's Share			
<b>Total Private Contributions</b>			
<b>Government (Federal/Provincial/Municipal) Contribution</b>			
Climate Challenge Fund Request			
<b>Total Government Contributions</b>			
<b>Total Contributions including Climate Challenge Fund Request</b>			

## Climate Challenge Fund - Sample Budget

Provide a breakdown of the project budget using the fiscal year of April 1 - March 31.

Provide a list of any in-kind contributions to the project.

You must identify all project funding sources including government contributions. For each contribution please provide the source name and the funding program name, if applicable.

NOTES:

1 - Leave rows blank where values are not applicable to your project.

2 - Ensure that the "Total Project Costs" and "Total Contributions" are the same.

3 - If you add row or delete rows, ensure that the totals and sums account for those changes to the spreadsheet.

<b>ELIGIBLE EXPENDITURES</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>TOTAL</b>
intern salary	\$20,000	\$20,000	<b>\$40,000</b>
professional services	\$10,000	\$0	<b>\$10,000</b>
travel for site visits	\$1,000	\$1,000	<b>\$2,000</b>
equipment purchase	\$10,000	\$0	<b>\$10,000</b>
printing and distribution costs	\$0	\$2,000	<b>\$2,000</b>
<b>Total Expenditures:</b>	<b>\$41,000</b>	<b>\$23,000</b>	<b>\$64,000</b>
<b>IN-KIND COSTS</b>			
Partner organization staff resources	\$2,500	\$2,500	<b>\$5,000</b>
			<b>\$0</b>
<b>Total In-Kind Costs:</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$5,000</b>
<b>Total Eligible Expenditures:</b>			<b>\$69,000</b>

<b>INELIGIBLE COSTS AND EXPENDITURES</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>TOTAL</b>
office lease	\$10,000	\$10,000	<b>\$20,000</b>
<b>Total:</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$20,000</b>
<b>Total Ineligible Expenditures:</b>			<b>\$20,000</b>

<b>TOTAL PROJECT COSTS (TOTAL ELIGIBLE + TOTAL INELIGIBLE EXPENDITURES)</b>	<b>\$89,000</b>
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<b>Organization Type</b> (select from list):	<b>Non-profit Organization</b>	<b>Cost Share (%) by Organization Type:</b>	<b>90%</b>
<b>Climate Challenge Fund Request:</b>			<b>\$62,100</b>

**Climate Challenge Fund - Sample Budget**

<b>APPLICANT'S SHARE AND OTHER CONTRIBUTIONS</b>			
<b>Applicant's Share of Total Project Costs (Total Project Cost - CC Fund Request):</b>			<b>\$26,900</b>
<b>Please confirm if the Applicant's Share of Expenditures has been secured:</b>			<b>yes</b>
<b>Contributions</b>	<b>Cash</b>	<b>In-kind</b>	<b>TOTAL</b>
<b>Private Sector Contribution</b>			
Applicant's Share	\$21,900	\$0	<b>\$21,900</b>
Partner organization staff resources		\$5,000	<b>\$5,000</b>
<b>Total Private Contributions</b>	<b>\$21,900</b>	<b>\$5,000</b>	<b>\$26,900</b>
<b>Government (Federal/Provincial/Municipal) Contribution</b>			
Climate Challenge Fund Request	\$62,100	\$0	<b>\$62,100</b>
<b>Total Government Contributions</b>	<b>\$62,100</b>	<b>\$0</b>	<b>\$62,100</b>
<b>Total Contributions including Climate Challenge Fund Request</b>			<b>\$89,000</b>