



Hamilton

City Enrichment Fund (CEF)

-Budget Information -

The City Enrichment Fund supports the 25 Year Community Vision “Our Future Hamilton” by providing funds across a range of program areas.

THE PROGRAM BUDGET



A crucial part of any grant application is the Program Budget.

This overview is to provide a snapshot of the key components required in the CEF program budget form.

PREPARING A BUDGET FOR YOUR APPLICATION

Step 1: Understand the Grant Application Requirements

Kindly refer to the program specific Handbook for eligible and ineligible items related to your stream. Located under the [Program Areas](#) on the CEF webpage.

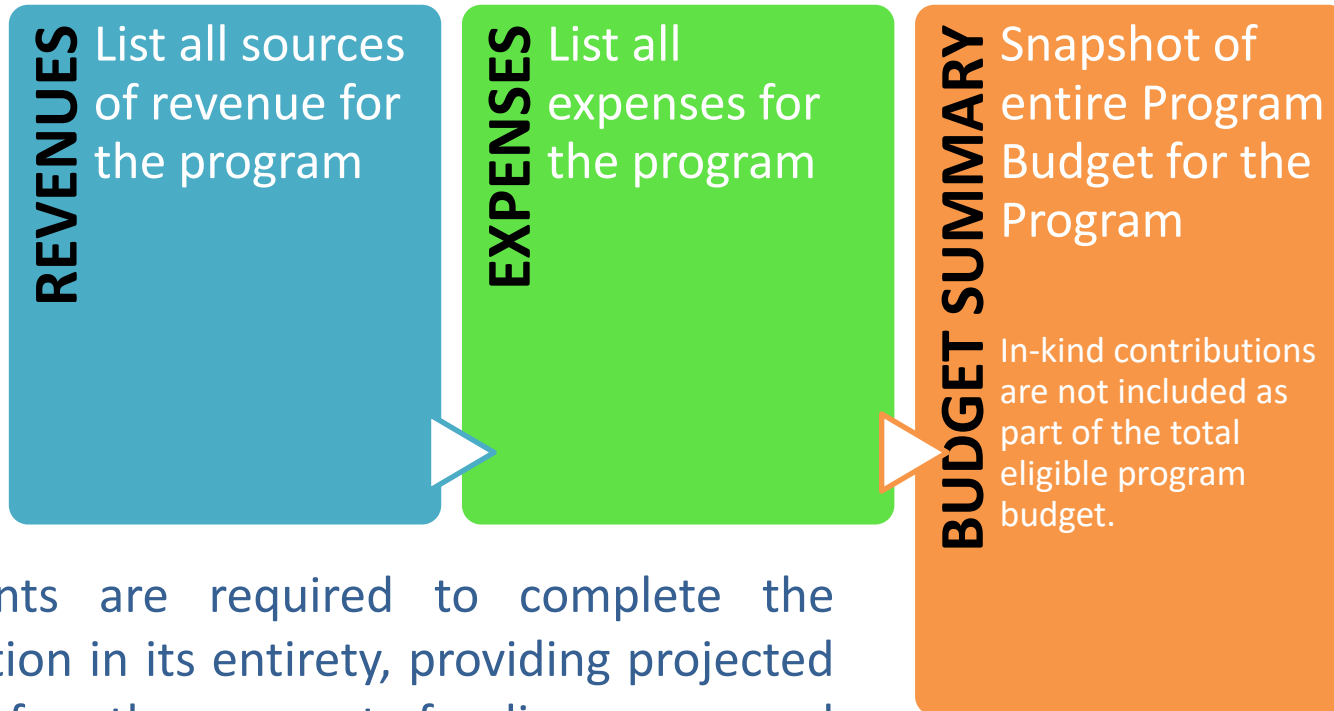
Step 2: Take time to Calculate and Determine Costs

What exactly are the expenses, big and small, associated with my program? Include the revenue information to demonstrate the feasibility of your program.

Step 3: Make Sure Your Budget Aligns with Your Narrative

PROGRAM BUDGET OVERVIEW

The CEF Program Budget is separated into 3 main distinct sections; Revenue, Expenses and Budget Summary.



Applicants are required to complete the application in its entirety, providing projected values for the current funding year and actuals for the prior reporting period (if applicable).

BUDGET NOTES

Be clear and specific in any notes provided in the budget. Notes should be concise, can be point form and provide additional information on the listed budget item.

❖ **Review stream specific eligible and ineligible items. These can be found specific program areas on the CEF webpage.**

Your program budget should be able to showcase your program in monetary terms. Note: not all category and sample budget lines apply to every program.

Sample categories:

- Salaries and Wages
- Supplies and Materials
- Equipment
- Travel
- Facilities and Administrative Costs

ADDITIONAL NOTES:

- In-kind contributions are not included as part of the total eligible program budget. An offsetting entry is included in the Revenue section in order to accurately reflect the net program surplus or deficit.
- Audit statements are required for a grant request of \$30,000 and above. The audit should have been conducted within 2 years of the submission for the grant application.
- Ineligible expenses listed on the program budget will be deducted to ensure the total eligible program budget.



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Contact: Grant.Coordinator@hamilton.ca

With any questions or for support.