



COMMUNITY FESTIVALS AND EVENTS GRANT PROGRAM BUDGET GUIDELINES

I. Budget

The grant funds requested from the City of Burnaby cannot exceed total eligible expenses.

II. Revenue

List all revenue directly related to the proposed project including, but not limited to:

- Amount requested from the City of Burnaby
- Any amounts requested or received from all sources such as other government agencies, community organizations and groups, foundations, private donors, sponsors, etc
- Indicate whether the funding is confirmed and include a letter from the funding agency verifying the support
- Clearly indicate which costs will be covered by the City of Burnaby Grant
- Funding from other sources may not be assigned to the same expenditures as those covered by the City of Burnaby
- Fundraising revenue
- Revenue received as fees/admissions from program participants (if applicable)
- For applications that include other unconfirmed funding sources, it is recommended that an alternate budget "B" be provided that provides information about how the project will proceed if other requests for support are unsuccessful.

III. Expenses

List all expenses directly related to the proposed project including, but not limited to costs in the following areas:

- Programming
- Payments to artists/performers (ie professional fees, royalties, travel etc.)
- Materials
- Equipment rental
- Promotion, advertising or marketing
- Administration