



BUDGET CATEGORIES COMMUNITY PROJECTS I *up to \$10,000*

Definition of Budget Categories

Staff Costs

Identify the following associated with staff costs:

- staffing position type
- # of hours or % of time per week times # of weeks
- other staffing related costs (benefits, etc.)

Operating Costs

Break down operating costs down into subcategories (i.e. office space, equipment, supplies, photocopying, telephone, internet, etc.)

Travel Costs

Any and all travel expenses associated with the project.

Advertising / Promotion / Printing

All advertising and marketing costs associated with the project including the following:

- large scale printing (i.e. brochures, promotional posters, etc.)
- advertising costs (i.e. radio, print and/or television advertising)

Project Specific Costs

Costs associated with program delivery including meetings, volunteer expenses, etc.

Other Related Costs

Detail and define any additional expenses here.

Revenue

Revenue is considered any project funding that is not from the Nova Scotia Gaming Foundation. This may be from other government sources, community agencies, etc.

In-Kind

The value of any contribution (non-monetary) by the applicant and/or partners (i.e. office space, staff time, computer, telephone, etc.)