



**BUDGET FORM**  
**COMMUNITY PROJECTS II APPLICATION:**  
*up to \$60,000*

For multi-year funding requests, fill out a detailed budget for each separate year.				
Year:		Period covering:		to
Please use the following format to identify the budget requirements of your project. This is intended to be a guide only; therefore, please add and/or delete categories and line items as required. Please be as detailed as possible. Definitions of each category are on page 2 of this document.				
Budget Items				Amount
Staff Costs				
				Subtotal:
Operating Costs				
				Subtotal:
Travel Costs (if applicable)				
				Subtotal:
Advertising / Promotion / Printing				
				Subtotal:
Project Specific Costs				
				Subtotal:
Other Related Costs				
				Subtotal:
<b>Total Project Expenses</b>				
<b>Revenue</b> (from sources other than the NSGF)				
<b>In-Kind</b> (from applicant and/or partners)				
<b>Total funds requested from Gambling Awareness Nova Scotia</b>				

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**Project Name:**

**Applicant Organization / Agency / Group:**

## **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.)