

Neighbourhood Matching Fund Budget Worksheet

Attached is a budget worksheet to help you identify all your resources and all your expenses. If you need more room than is provided, please use a separate sheet and indicate which section you are listing.

Part 1: Expenses

In this section, please list ALL items that must be paid for in order to complete your project. Allowable expenses include such things as materials, supplies, and fees for professional services. Fees for hired Coordinators cannot exceed 10% of the total requested from the Neighbourhood Matching Fund. Do not include items that are, or will be, donated or any in-kind services. **Please keep all original receipts.**

Part 2: Resources

In this section, please list all the donations and resources that you have secured, or are expecting to secure, in order to complete your project. Keep in mind that the Neighbourhood Matching Fund is a program that “matches” funds raised by community groups through other funds raised, so please be as complete as possible. All your in-kind donations, including volunteer labour, are considered part of your “match” to the project. *The value of your match needs to be equal to or greater than the amount you request from the Neighbourhood Matching Fund.*

1. **Section A: in-kind donations and their source** (ie: who is providing the donation). This list can include:

- materials
- supplies
- professional and other fees (for example, landscape or architectural services that a professional individual or firm is supplying)

2. **Section B: Volunteer Labour.**

Volunteer labour is valued at \$10/hour. Please list the total hours and their value. For example, 3 planning meetings x 2 hours (length of meeting) x 10 people who attended = 60 total hours. 60 hours x \$10/hour = \$600 total value of hours. Examples of volunteer labour include:

- committee meetings
- planning and design meetings
- workshops
- work parties
- other meetings or sessions when neighbours and others involved come together to discuss or work on the project in a formal setting

3. **Section C: Revenue Sources**

In this section, please list all sources of **cash** support, including monies raised from fundraising efforts, business sources, individual donations, grants or other funding.

If you have questions about how to prepare your budget, please contact Community Arts Programmer Anna Nobile at 604-257-8479 or anna.nobile@vancouver.ca

Neighbourhood Matching Fund Budget Worksheet

Part 2: Resources

Please list all resources. Use a separate sheet if you do not have enough space.

Section A: In-kind donations

Please list all in-kind donations and their source

	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total in-kind donations	

Section B: Volunteer Labour

Volunteer labour is valued at \$10/hour and includes meetings, work parties and workshops

Example: 3 meetings x 2 hours x 10 people = 60 total hours. 60 hours x \$10/hour = \$600 total value

	Total hours	Total Value
Committee Meetings		\$
Planning and design meetings		\$
Workshops		\$
Work parties		\$
Other (please describe)		\$
Total volunteer hours		\$

Section C: Cash Support

Please list all sources of cash support including, fundraising, business sources, private donations, grants or other funds

	\$
	\$
	\$
Total cash resources	\$

Value of Your "Match"	
Totals of Sections A , B and C	\$

Amount being requested from NMF	\$	\$
--	----	----

