

Budget Detail Template – Grant Programs

"Set A"

Notice to Applicants

Use the Budget Detail Template (BDT) to provide us with budget information related to your project.

Information in the form

We will review the information provided to assess your project and to review it to ensure:

- it is complete
- it is accurate
- that the costs are eligible
- that the costs support project activities
- that the requested amounts provide good value for money

Using the form

If we approve your project, we use the Recommended Amount in the form to:

- confirm claimed expenses
- complete financial monitors
- support audits
- track budget changes

Completing the form

To complete the form, you must:

- Provide a detailed breakdown of how you determined the requested costs
- Explain in-kind contributions and why you need them (Other Sources of Funding section)

Please note the following:

- Link all requested costs to the funding proposal and to project activities
- Provide a detailed breakdown of any shared wage, benefit or project costs, and explain how and why you calculated the cost
- Reimbursement will be subject to monitoring and/or audit
- For details and information on how to complete this template, please refer to the program specific Applicant Guide

Please complete:

Funding Program:	
Legal Name of Organization:	
Proposed Start Date (YYYY-MM-DD):	Proposed End Date (YYYY-MM-DD):
Project Title:	

Total Amount Requested from Employment and Social Development Canada (ESDC): (note this will populate automatically when the document has been completed)	
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Attestation:	☐ I attest that the information contained in this document is accurate and true (check box).	
	Name:	Date (YYYY-MM-DD):

ESDC will complete the following:	
Project Start Date (YYYY-MM-DD):	Project End Date (YYYY-MM-DD):

Total Amount Recommended by Employment and Social Development Canada (ESDC): (note this will populate automatically when the document has been completed)	
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1. Administrative Costs: Provide a detailed overview of all proposed administrative costs.				
Category Details	Amount Requested (\$9,999,999,999.99)	Recommended Amount (\$9,999,999,999.99) (ESDC will complete)	Detailed Budget Description	Comments (ESDC will complete)
Total (1):				

2. Capital Costs				
2A: Facilities (if applicable): Provide specific details of all proposed cost estimates relating to the value and construction or renovation of property.				
Category Details	Amount Requested (\$9,999,999,999.99)	Recommended Amount (\$9,999,999,999.99) (ESDC will complete)	Detailed Budget Description	Comments (ESDC will complete)
Total facilities (2A):				

2B. Capital Assets: Provide a detailed list of all proposed individual capital assets.				
Category Details	Amount Requested (\$9,999,999,999.99)	Recommended Amount (\$9,999,999,999.99) (ESDC will complete)	Detailed Budget Description	Comments (ESDC will complete)
Total capital assets (2B):				

Total (2A + 2B):		
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3. Direct Costs				
3A: Staff Salaries: Provide a detailed overview of all proposed staff salaries (by position).				
Category Details	Amount Requested (\$9,999,999,999.99)	Recommended Amount (\$9,999,999,999.99) (ESDC will complete)	Detailed Budget Description	Comments (ESDC will complete)
Total staff salaries (3A):				

3B: Project Costs: Provide a detailed overview of all proposed project costs.				
Category Details	Amount Requested (\$9,999,999,999.99)	Recommended Amount (\$9,999,999,999.99) (ESDC will complete)	Detailed Budget Description	Comments (ESDC will complete)
Total projects costs (3B):				
Total (3A + 3B):				

Other Sources of Funding: The Applicant must identify any other source of funding for this project. The source could be public (other federal department, provincial government, municipal government, university, school board, etc.) or private (including the Applicant's own contribution).				
Source	Cash (\$999,999,999.99)	In-kind (\$999,999,999.99)	Confirmed (Yes or No)	Details (if applicable)
Total other sources of funding				

Total	Requested	Recommended
Total project budget cost (1 + 2 + 3)		
Total project budget cost including other sources of cash (1 + 2 + 3 + Other Sources of Funding (Cash))		