



**Instructions**

- 1 Please fill in all fields marked with a red asterisk (\*).
- 2 Use the "Tab" key to move from field to field in order, or the mouse to select any available (white-filled) field.
- 3 To paste copied information into a cell, you must double-click in the cell before pasting.  
**Note:** do NOT use "Cut" (or Control-X) to remove information from a cell as this may make the application form unreadable. Use the Delete key to remove information; use "Copy" (or Control-C) to copy information for pasting in another location.  
**Note:** Mac users - do NOT use Numbers as the form will not function properly.
- 4 Some boxes have drop-down lists where you can select a value; for these boxes, click on the arrow that appears when your cursor is in the box, and select from the list.
- 5 Please attach completed Project Budget to your Application submission through the Rural Dividend website.

*Disclaimer: This material is to support preparation only and the final Excel version to be posted online on the BC Rural Dividend website could have minor changes.*

**This budget is not ready to be submitted. Please complete all fields indicated with a red asterisk (\*).**

**1. Project Information**

Applicant Name (maximum 250 characters)

\* e.g. Timberlake Chamber of Commerce

Project Name (maximum 250 characters)

\* e.g., Timberlake Farmers' Market Stalls

Funding Stream (select from drop-down list):

\* Using the Program Guide definitions, select a funding stream from the list

Is this a Destination Trail Project?  Yes

**2. Project Costs**

Provide a detailed breakdown of costs related to project implementation. Totals will be auto-calculated and used in later calculations.

Category	Description of Cost (REQUIRED) <small>(maximum 250 characters)</small>	Costs	In-Kind (Y/N)
<b>Salary and Wages</b>  For new hires to work 100% on eligible project-related activities. Provide job title, wage rate, number of hours or months of employment.			
	<b>Sub-total</b>		\$ -
<b>Consulting and Professional Fees</b>  <ul style="list-style-type: none"> <li>• project management,</li> <li>• design/engineering costs</li> <li>• business planning development</li> <li>• project-related professional fees (e.g. architectural, accounting)</li> </ul>			
	<b>Sub-total</b>		\$ -
<b>Travel and Meetings</b>  Meals and project travel related expenses based on government per diem rates:  <a href="http://www2.gov.bc.ca/assets/gov/careers/allemployees/pay-and-benefits/appendix_1_travel_allowances.pdf">http://www2.gov.bc.ca/assets/gov/careers/allemployees/pay-and-benefits/appendix_1_travel_allowances.pdf</a>			
	<b>Sub-total</b>		\$ -
<b>Training</b>  Training activities as part of the Eligible Project or to support the project.			
	<b>Sub-total</b>		\$ -
<b>Marketing and Promotion</b>			
	<b>Sub-total</b>		\$ -

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Marketing or promotion-related costs or speaker stipends.			
	<b>Sub-total</b>	<b>\$</b>	<b>-</b>
<b>Other Costs</b> Any costs that do not fit under other categories (ex. space or room rentals).			
	<b>Sub-total</b>	<b>\$</b>	<b>-</b>
<b>Equipment, Capital and Supplies</b> Up to 25% of total project costs that are essential to the implementation of the project. (Note: The 25% limit does not apply to Destination Trail Projects.)			
	<b>Sub-total</b>	<b>\$</b>	<b>-</b>
<b>Infrastructure</b> Up to 25% of total project costs. (Note: The 25% limit does not apply to Destination Trail Projects.)			
	<b>Sub-total</b>	<b>\$</b>	<b>-</b>
<b>Total Project Cost</b>		<b>\$</b>	<b>-</b>

3. Project Funding				
<b>Section 3A: Rural Dividend Funding Request</b>				
		<b>Amount \$</b>	<b>% of Total Cost</b>	
Rural Dividend Funding Request	You must enter the Project Funding Stream before filling in this amount:			* Missing field
<b>Section 3B: Applicant Contribution</b> (Required for Single Applicant & Partnerships)				
	<b>Description (REQUIRED)</b> <small>List all source(s) of funds (ex. bank loan, reserve funds, partner name) (maximum 250 characters)</small>	<b>Amount \$</b>	<b>% of Total Cost</b>	
Applicant Financial Contribution				
Partner(s) Financial Contribution				
In-Kind Contribution	<small>Auto-Calculated from Section 2. Project Costs</small>	<b>\$</b>	<b>-</b>	
	<b>Sub-total</b>	<b>\$</b>	<b>-</b>	
<b>Section 3C: Project Funding</b> (List the source(s) of all contributions to demonstrate how the project will be funded)				
	<b>Description (REQUIRED)</b> <small>(Provide the level of government, name of program, etc.) (maximum 250 characters)</small>	<b>Verified (Y/N)</b>	<b>Amount \$</b>	<b>% of Total Cost</b>
<b>Other Government Funding</b>				
	<b>Sub-total</b>		<b>\$</b>	<b>-</b>
	<b>Description (REQUIRED)</b> <small>List all source(s) of funds (ex. bank loan, industry, development trust) (maximum 250 characters)</small>	<b>Verified (Y/N)</b>	<b>Amount \$</b>	<b>% of Total Cost</b>
<b>Other Funding</b>				
	<b>Sub-total</b>		<b>\$</b>	<b>-</b>
<b>Section 3D: Totals</b>				

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<b>Sub-total Funding</b> (Sections 3B & 3C)	<b>\$</b>	-
<b>Total Project Funding</b>	<b>\$</b>	-

**4. Summary of Project Costs and Project Funding**

Project Costs	Amount \$	% of Total Cost
Salary and Wages	\$0.00	
Consulting and Professional Fees	\$0.00	
Travel and Meetings	\$0.00	
Training	\$0.00	
Marketing and Promotion	\$0.00	
Other Costs	\$0.00	
Equipment, Capital, and Supplies	\$0.00	
Infrastructure	\$0.00	
	<b>\$</b>	-
Project Funding	Amount \$	% of Total Cost
Rural Dividend Funding	\$0.00	
Applicant Financial Contribution	\$0.00	
Partner(s) Financial Contribution	\$0.00	
In-kind Contribution	\$0.00	
Other Government Funding	\$0.00	
Other Funding	\$0.00	
	<b>\$</b>	-

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**End of Form - press "Tab" key to return to the beginning**