

Supporting Document Example: Grant Application – Program Actual Revenue and Expenses and Budgets

This document provides an example program revenue and expense statement (actuals) and program budget. Applicants must submit program actuals for the previous fiscal year and a program budget for the current fiscal year for each program. If your organization is unsure of what to include in the program actuals and program budget, the following example may be used as a guide. An optional fillable form is included on page 2. See section 4.3 of the Community Gaming Grants: Program Grant Guidelines for additional information regarding program financial eligibility and requirements.

[Program Name]		
	Program Actuals for <i>[Date of Previous Fiscal Year]</i>	Program Budget for <i>[Date of Current Fiscal Year]</i>
Program Revenues ¹		
Federal XYZ Department ¹	2,000.00	4,000.00
Provincial ABC Ministry ¹	1,000.00	3,000.00
Municipal Funding ¹	1,000.00	3,000.00
Community Gaming Grant ²	4,000.00	5,000.00
Corporate	1,000.00	1,000.00
Registration fees	5,023.05	5,000.00
Fundraising	1,455.36	2,000.00
Sub-Total	\$15,478.41	\$23,000.00
In-Kind Income: ³		
Labour & Professional Services	9,495.00	9,300.00
Materials	3,350.25	3,500.00
Sub-Total	\$12,845.25	\$12,800.00
Total	\$28,323.66	\$35,800.00
Program Expenses		
Wages & Benefits	666.51	1,100.00
Rent	62.83	150.00
Utilities	1,131.31	1,500.00
Insurance	1,300.00	1,520.00
Office Supplies	850.00	1,200.00
Equipment Rentals	1,250.00	2,200.00
Bank Charges	3,300.00	3,300.00
Telephone/Internet	621.70	630.00
Advertising	6,114.88	11,400.00
Sub-Total	\$15,297.23	\$23,000.00
In-Kind Expenses: ³		
Labour & Professional Services	9,495.00	6,000.00
Materials	3,350.25	3,000.00
Sub-Total	\$12,845.25	\$12,800.00
Total	\$28,142.48	\$35,800.00
<i>Surplus / Deficit</i>	\$181.18	\$0.00

¹ Itemize funding sources. Do not use abbreviations or acronyms.

² This amount should be equal to the Program Grant used for this program in the previous fiscal year (program actuals) and/or amount of grant funding requested for the current fiscal year (budget). Note that if grant funds were used toward organizational costs (up to a maximum of 15% of your total Program Grant), this amount may be less than the funding received for this program in the previous fiscal year.

³ Additional details regarding in-kind contributions must be reported on a separate In-Kind Contributions Summary (see example at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/example-grants-in-kind-contributions.pdf>.)

**Community Gaming Grants Branch
Program Actual Revenue and Expenses and Budget**

	Program Actuals for	Program Budget for
Program Revenues		
Federal	\$	\$
Provincial	\$	\$
Municipal	\$	\$
Community Gaming Grant	\$	\$
Corporate	\$	\$
Registration/User fees	\$	\$
Fundraising	\$	\$
Other	\$	\$
Sub-Total	\$	\$
In-Kind Income:		
Labour & Professional Services	\$	\$
Materials	\$	\$
Sub-Total	\$	\$
Total	\$	\$
Program Expenses		
Wages & Benefits	\$	\$
Rent	\$	\$
Utilities	\$	\$
Insurance	\$	\$
Office Supplies	\$	\$
Equipment Rentals	\$	\$
Bank Charges	\$	\$
Telephone/Internet	\$	\$
Advertising	\$	\$
Other	\$	\$
Sub-Total	\$	\$
In-Kind Expenses:		
Labour & Professional Services	\$	\$
Materials	\$	\$
Sub-Total	\$	\$
Total	\$	\$
<i>Surplus / Deficit</i>	<i>\$</i>	<i>\$</i>