Community Investment Program

Community Impact Grant

Building Sustainable Budgets

Regional Municipality of Wood Buffalo

Budget Planning for Sustainable Community Impact

Why Budget Planning Matters

- 💡 Understand program's financial needs
- 💡 Plan for long-term sustainability
- 💡 Show accountability to funders
- 💡 Balance revenue and expenses

What This Guide Offers:

- ✅ Clear definitions of eligible expenses
- ✅ Tips for balancing your budget
- ✅ Tools for long-term planning

🖼️ Budget Planning for Sustainable Community Impact

Revenue Sources

- 🏛️ Grants
- ❤️ Donations
- 🎁 In-Kind Contributions
- 🎟️ Program Fees

Expenses

- 👦 Program Staff
- 📦 Program Materials
- 🛠️ Contractors & Services
- 🏢 Admin Fee
- 📜 Other

Sustainability

- 📈 Long-Term Planning
- 🔗 Diversified Funding
- 🤝 Partnerships & Collaborations

Planning for the Full Budget:

Revenue Sources

Diversify Revenue Sources - Don’t rely on one funding source

Reminder:

To receive **Community Impact Grant,** your budget must show how you will cover 100% of your eligible expenses as:

- **CIP may fund up to 75%** of your total eligible expenses to the grant maximums.
- You are responsible for identifying **other sources of** revenue to cover the remaining 25%.

🧮 Planning for the Full Budget:

Revenue Sources

💡 Other Revenue Sources Might Include:

- Other grants or sponsorships
- Donations or fundraising
- In-kind contributions (e.g., volunteer time, donated space or materials)
- Program fees (if applicable)

✅ **Tip:**

- Start by thinking about the full cost, then identify both expenses and revenue sources to build a balanced budget.
- Track volunteer hours as **in-kind value**—this strengthens your budget.

Planning for the Full Budget:

Revenue Sources

💡 Other Revenue Sources could be:

💰 **Secured Revenue** Confirmed funds (grants, donations, contracts that have been confirmed with signed agreements)	**OR**	⏳ **Revenue in Progress** Expected but not guaranteed revenue (grants that were applied for, but haven't been confirmed)

✅ Reminder:

- Only the shortfall between Secured Revenue and total Eligible Expenses at time of application will be considered for CIP funding. Revenues in Progress is not included in the grant calculation but will be reviewed in the final report.
- If actual funding exceeds 75% of eligible expenses, the excess may need to be returned.

Planning for the Full Budget: Expenses - Categories & Considerations

Consider the following expense categories that may be required to successfully deliver your program, project or event:

Category	Description
👦💼 **Program Staff**	Salaries, wages, and employer-related costs for staff directly involved in delivering the program, project or event.
📦 **Program Materials**	Supplies and materials essential to delivery of the program, project or event.
🛠️ **Contractors & Services**	External professionals or vendors providing specialized support.
🏢 **Administration Costs**	Operational expenses not directly tied to the program, project, or event (capped at 15%).
📜 **Other**	Additional eligible costs that support the program, project, or event.

💡 Tips for Balancing Your Budget

Start with the Full Picture

- 🧾 List **all expected expenses**, even small ones.
- 🤝 Include **in-kind contributions** (e.g., volunteer time, donated labour, space, materials) as part of your budget
  - ✅ These are things you'd have to pay for if they weren't donated—so they still count as part of your budget both in **revenues** and in **expenses**
  - ✅ Think of in-kind support as "invisible money" that helps balance your budget

💡 Tips for Balancing Your Budget

Prioritize Essential Expenses

- 📦 Focus on what's **critical to program delivery** (e.g., materials, staff).
- ⏳ Delay or reduce non-essential items if needed

Plan for Sustainability

- 👦🏫 Include training for volunteers.
- 🤝 Build partnerships for future support.

🧑💼 Program Staff

- **Program Staff Wages & Benefits**
  Wages and benefits for staff directly involved in delivering the program, project or event.

- **Training**
  Only if essential to the delivery of the program, project, or event.

Program Materials

- **Program Materials and Supplies**
  Includes books, brochures, manuals, activity materials, and recognition items (e.g., trophies, plaques).
  - ❌ *Prizes or Prize Money are ineligible*
  - ❌ *Costumes or Uniforms are ineligible*
  - ❌ *Medical Supplies or Equipment are ineligible*

- **Food Costs**
  Only if directly related to the program, project, or event.
  - ❌ *Alcohol is ineligible*

Contractors & Services

- **Advertising / Marketing Fees**
  For promoting the program, project, or event.

- **Honorariums / Gifts for Elders**
  Payments to Elders and Knowledge Keepers who were invited to ceremonies or meetings that are directly related to program, project or event.

- **Insurance – Program, Project, or Event**
  Specific to the activity being delivered (not general business insurance).

Contractors & Services Continued

- **Rent – Venue/Equipment**
  If directly related to program, project or event delivery.

- **Transportation and Delivery**
  For moving materials or supplies essential to the program, project, or event.

- **Volunteer Appreciation**
  Non-cash recognition for volunteers (e.g., certificates, small tokens).
  ❌ *Cash or gift cards are ineligible.*

Administration Costs

Administration Costs are expenses that support the general operations of an organization but are not directly tied to the delivery of a specific program, project, or event. These costs are necessary for the organization's overall functioning and are capped at **15%** of the total eligible expenses.

Examples include:

- Accounting/Bookkeeping
- Bank Fees
- Executive Salaries
- Freight/Postage
- General Business Insurance
- Office Supplies
- Office Rent
- Utilities

Other

- **Other**
  Expenses directly related to the program, project or event that are not included in the previous categories. Please provide detail or contact *cip@rmwb.ca* to determine eligibility.
  - ❌ *Debt or Financing Charges are ineligible*
  - ❌ *Scholarships or Donations are ineligible*
  - ❌ *Language Lessons or Publications are ineligible*
  - ❌ *Capital Purchases (Land/Buildings) are ineligible*
  - ❌ *Travel Outside Municipality are ineligible*

Recap: Eligible vs Ineligible Expenses

	Eligible Expense Type
	Advertising & Marketing
	Food Costs
	Honorariums/Gifts for Elders
	Insurance (Program/Project/Event)
	Program Materials & Supplies
	Program Staff Wages & Benefits
	Training (Program/Project/Event)
	Transportation & Delivery
	Rent (Venue/Equipment)
	Volunteer Appreciation

	Ineligible Expense Type
	Alcohol
	Capital Purchases (Land/Buildings)
	Costumes or Uniforms
	Debt or Financing Charges
	Gifts or Gift Cards
	Language Lessons or Publications
	Medical Supplies or Equipment
	Prizes or Prize Money
	Scholarships or Donations
	Travel Outside Municipality

Budget Checklist

- ✅ Have you included all direct costs?
- ✅ Have you capped admin at 15%?
- ✅ Have you identified all revenue sources?
- ✅ Have you included in-kind contributions?
- ✅ Have you planned for sustainability?