

# Proposed Guardians Budget

\*\*\* Please ensure to provide enough details on the tasks/activities within your Guardians initiative in the budget template. Please also ensure to reflect both financial and non-financial (in-kind) contributions to your Guardians initiative. A glossary has been added to the subsequent tab, for your information \*\*\*

		April 2021 - March 2022					
Category	Description (please provide details related to tasks/activities)	Total (\$)	Guardians Fund (\$)	Other Funds (\$)	In-kind (\$)	Breakdown of other funding (\$)	Are sources confirmed (Y/N)
Salaries and wages							
Management and professional services							
Contractors							
Travel							
Materials and supplies expenditures							
Purchase of capital assets							
Equipment rentals							
Communication and printing, production, and distribution expenditures							
Vehicle rental and operation expenditures							
Expenditures for preparing an independent financial accounting							
Lease of Office space							
Other expenditures							
Overhead (administrative fees)							
<b>Annual Grand Totals</b>		0	0	0	0	0	

* Use only the categories that apply to your initiative, adding as many new rows as needed							
** Other sources of funding can include other ECCC programs (ie SAR/HSP, Challenge), provincial/territorial, other federal (ie DFO, CIRNA), industry, NGO, academic, community/Nation, etc.							

## Glossary

Category	Description	Example(s)
Salaries and wages	Amounts earned by employees to implement the project.	1 Natural Resource Manager (80 days @ \$100 = \$8,000); 2 Guardians (80 days @ \$150/day (*2)) = \$24 000
Management and professional services	Costs associated with accounting, audit, and legal services.	Accounting services (\$1,000); legal services; participation/honoraria
Contractors	Costs associated with a service provided by an external company on a particular aspect of the project.	1 Training Monitor (14 days @ \$200/day = \$2 800) to provide workshop on community-led environmental monitoring program
Travel	Costs associated with traveling to complete work-related activities based on the National Joint Council Travel Directive posted rates at the time of the expense.	Rental car (vehicle) allowance; accomodation; meals during travel days
Materials and supplies expenditures	Materials and supplies required for project activities with an amount less than \$10,000 ( <i>please see 'Purchase of Capital Assets' for more than \$10,000</i> )	Maintenance materials to repair ATV (\$2,000)
Purchase of capital assets	Capital Assets are tangible assets that support project activities with a cost over \$10,000 and with a useful life of more than one year ( <i>please see 'Materials and Supplies' for less than \$10,000</i> )	Laptops for Guardians and GIS software; truck purchase for land monitoring
Equipment rentals	Rental vehicle and rental devices to support project activities	Bulldozer rental for cabin build; trailers for hauling monitoring equipment to remote site
Communication expenditures	Costs associated with communication products, printing, production, and distribution.	Advertising costs through radio and webpage (\$500); outreach handout materials (\$500)

Vehicle rental and operation expenditures	<p>A vehicle is considered to be a motorized device used primarily for the transportation of people. Rental of other devices, ie for moving equipment and supplies are better placed under the "Equipment rentals" cost category.</p> <p>Vehicle rental costs also include related expenses such as insurance and fuel and are based on the National Joint Council Travel Directive posted rates at the time of the expense.</p>	1 boat (30 days @ \$125/day = \$3,750); snowmobiles for ice monitoring; ATVs; truck lease
Expenditures for preparing an independent financial accounting (aka audit)	Costs to prepare an Independent Verified Financial Accounting (aka audit), when required by ECCC, are considered as an eligible project cost.	
Lease of office space	Rental/lease of office space	
Other expenditures	Some other expenditures not covered under the above categories may be covered upon ECCC approval.	
Overhead (administrative fees)	Costs associated with managing and coordinating a project that is not directly identifiable to a specific operation, activity or material that is covered under another category.	Phone; internet; membership/subscription fees