



How Do I Budget for My NSG Project?

If you are new to the program, you might find the following simple steps useful when budgeting for your Neighbourhood Small Grants project:

- 1. Identify and list your project expenses** based on some of the following considerations:
 - **Project activities:** Once you know the purpose of your project, it's easier to plan out the activities. For instance, if your project's main purpose is to connect neighbours, you may plan to have a social gathering that includes food, games and arts and culture activities for children, youth and adults
 - **Project location:** The cost of your project may vary depending on where your project takes place. For instance, hosting an indoor event may require budgeting for room and furniture rental, while having projects on public spaces such as neighbourhood streets or parks may need to consider municipal permit fees and liability insurance fees.
 - **Number of attendees:** It's easier to cost out your project expenses such as food or workshop supplies, when you know or can estimate the number of people who will participate in the project.
 - **Honoraria:** If you are planning to invite people with special skills to contribute to your project, such as a local artist to run a workshop or an indigenous elder to do a welcome prayer at your event, you may build honorariums to your budget to recognize the person's contribution. Honorarium fees are limited to a maximum of \$200 per project. Applicants themselves are not eligible to receive honorariums.
While an honorarium may be granted, please note that the NSG program encourages people to freely offer their time and skills in order to improve their neighbourhood. The decision for the amount granted for honoraria, IF ANY, is at the sole discretion of the NSG Committee.
- 2. Find out the cost of your project:** Once you list your project expenses, you may want to find out the costs of each by speaking to the facilitators you plan to engage, calling local stores, or searching online. Having an accurate budget or close estimation will help you to request the amount that will allow you to carry out the project successfully.
- 3. Think resourcefully:** Borrowing or getting donations for your project are great ways to extend the value of your grant dollars. Many local businesses are interested and willing to support community projects through material donations, so you may want to approach them and let them know about your project.
- 4. Tracking your expenses:** When you implement your project, make sure to keep receipts and track the costs of your project. This information will be useful especially if you plan to apply for a similar project in the future.