Financial Template Instructions

A. Proposal

• Provide the **proposed budget** for income and expenses for each category.

• Organizations are permitted to submit several category budgets in one workbook. Organizations will want to begin by completing proposed course budgets so they can provide details related to the course budget in the Proposal in Section #8. A proposed course budget template is included in this workbook.

Note: *Organizations who do not provide sufficient information for the proposal review committee to determine the reasonableness of their request leave it up to the proposal reviewers to determine the amount of funding recommended for allocation.*

B. Eligible Income

• Include all of the income used to fund your program from each of the sources listed.

• In-kind contributions are non-cash contributions used to fund your program (e.g. rent covered by another program, and supplies that were donated).

Registration Fees

• Learners who can afford to pay must pay fees. Grant funds can only be used to reduce fees for learners that demonstrate a financial need. Funded organizations must collect fees that cover partial costs, all costs, or generate revenue above delivery costs, for all programs and services with the exception of volunteer tutoring and family literacy.

C. Expenses

Eligible Expenses

ECALA funding can be used for the following:

1) **Human Resources:** Salary and wages that can be directly related to program delivery (i.e. program coordinator, volunteer coordinator, facilitator.)

2) **Program delivery:** Expenses related to the delivery of learning opportunities using the categories noted. In the event that you need to include an expense category not listed, ensure you explain this request in the Proposal.

3) **Participant Supports:** Expenses related to reducing barriers for learners to access programs and services (e.g. transportation, child care, snacks, etc.)

4) **Professional Development:** Expenses related to training and professional development opportunities for staff who support the program. Volunteers can also be considered in this category if the program includes volunteer tutoring or facilitators. The additional costs related to attending training (i.e. additional salary costs and the hiring of substitute facilitators so staff can attend training) should be included in the Human Resources section.

5) **Operations:** Expenses related to the operation of the office, such as rent, wages/salaries, and supplies. This amount cannot exceed 20% of the program subtotal.

Ineligible Expenses

ECALA funding cannot be used for the following:

1) **Other Learning Opportunities:** Any costs for learning opportunities outside of the Guidelines will not be considered.

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2) **Capital:** Expenditures that must be amortized and are considered capital based on your organization policies cannot be included in your program budget or actuals.

3) **Professional Development:** Professional development expenses related to opportunities outside of Alberta cannot be included in the Budget or Actuals.

4) **Program Promotion:** Expenses which are not direct costs of program delivery cannot be included in the budget or actuals (e.g. full cost of website or advertisement cost for flyer noting all organization

5) **Grant dollars** cannot be put in a reserve fund or deferred to a date later than June 30th each year.

6) **Grant funds** cannot be used for loan fees, debt principal payments, deficit funding, and fundraising.

D. Submitting Your Financial Templates

1) Check that the total income match the total expenses

2) Check that the total in-kind income matches the total in-kind expense

3) Check that the total ECALA income matches the total ECALA expense

4) If you added lines to the template ensure the formulas are still correct

5) Ensure you have completed the Human Resources section and that the information provided matches what you have listed in your proposal

6) Check to see that the budget expenses are supported by the narrative you outline for your program in the Proposal

E. Financial Requirements

All organizations receiving ECALA funding must

1) Ensure the grant allocation is accounted for separately from other funds received. Records of accounts, income and expenses and other related documents must be retained for five years after the conclusion of the grant.

2) Financial Statements must be provided, preferably audited annual financial statements signed by the Board Chair and Treasurer. Small organizations can provide current annual financial statements (e.g. Statement of Operations & Statement of Financial Position) signed by the Board Chair and Treasurer.

3) Organizations must submit a request in writing to ECALA to transfer funding from one expense category to another.

4) Organizations must return unexpended grant dollars which have been advanced to them with their Final Report submission.

If you have any questions about using the financial template, please email grants@ecala.org or call 780-415-5520

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Financial Template 2020/21

Total Proposal Request

All categories combined

Organization: _____

Income	TOTAL	EXPLANATION
ECALA Funding		
Registration Fees		
In-Kind Contributions		
Donations		
Other Income: Specify Funder		
Total Income	$ -	

Expenses	ECALA	IN-KIND	DONATIONS	OTHER	TOTAL	CALCULATIONS
Human Resources						
[Insert Position Name]						
[Insert Position Name]						
[Insert Position Name]						
Volunteer Coordinator						
Program Delivery						
Honoraria/Elder						
Facility/Classroom Rent						
Classroom Learning Resources						
Supplies/Photocopying						
Program/Project Promotion						
Volunteer Support and Recognition						
Participant Supports						
Input other expenses not noted						
Child Care						
Program Food/Snacks						
Furniture & Fixtures						
[Insert expense]						
Professional Development						
Professional Development						
Subtotal:	$ -	$ -	$ -	$ -	$ -	
Operations (20% max)						
Total Expenses	$ -	$ -	$ -	$ -	$ -	

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Financial Template 2020/21

Category Application

Please provide an individual financial template for each category application

Organization: _____

Category _____

Income	TOTAL	EXPLANATION
ECALA Funding		
Registration Fees		
In-Kind Contributions		
Donations		
Other Income: Specify Funder		
Total Income	$ -	

Expenses	ECALA	IN-KIND	DONATIONS	OTHER	TOTAL	CALCULATIONS
Human Resources						
[Insert Position Name]						
[Insert Position Name]						
[Insert Position Name]						
Volunteer Coordinator						
Program Delivery						
Honoraria/Elder						
Facility/Classroom Rent						
Classroom Learning Resources						
Supplies/Photocopying						
Program/Project Promotion						
Volunteer Support and Recognition						
Participant Supports						
Input other expenses not noted						
Child Care						
Program Food/Snacks						
Furniture & Fixtures						
[Insert expense]						
Professional Development						
Professional Development						
Subtotal:	$ -	$ -	$ -	$ -	$ -	
Operations (20% max)						
Total Expenses	$ -	$ -	$ -	$ -	$ -	

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