



# Financial Template Instructions

## A. Application

Use the financial templates in this workbook to outline your funding request for each category in your proposal and to provide the details of your total funding request.

Please provide calculations for line items.

Agencies should submit all category financial requests in one workbook (to copy sheet, right click and select 'duplicate'). Agencies will want to begin by completing proposed learning opportunity financials so they can provide details related to the course funding in Section #3 of the Category Application. A proposed learning opportunity financial template is included in this workbook.

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

## B. Eligible Income

Include all of the income used to fund your learning opportunities from each of the sources listed.

In-kind contributions are non-cash contributions used to fund your ECALA learning opportunities (e.g. rent covered by another program, 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 agencies must collect fees that cover partial costs, all costs, or generate revenue above delivery costs, for all programs and services.

## C. Expenses

[Please refer to the CALP Guidelines 2020 on p. 46-47 for more information.](#)

### Eligible Expenses

**ECALA funding can be used for the following:**

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

**Learning Opportunity Delivery:** Expenses related to the delivery of learning opportunities within your application request for the items noted. In the event that you need to include an item not listed, ensure you explain this request in the Application. Honoraria mostly relates to Indigenous learning opportunities which are expected to have Elder involvement, however, other agencies may pay an honoraria for guest speakers as part of the program. Human Resource costs details must be provided in the Human Resources section.

**Participant Supports:** Expenses related to reducing barriers for learners to access learning opportunities and services such as transportation, child care, snacks and furniture or fixtures that are easily movable.

**Professional Development:** Expenses related to training and professional development opportunities for staff who support the learning opportunity. Volunteers can also be considered in this item if the program includes volunteer tutors or facilitators.

<b>Ineligible Expenses</b>
<b>ECALA funding cannot be used for the following:</b>
<b>Other Learning Opportunities:</b> Any costs for learning opportunities outside of the CALP Guidelines will not be considered.
<b>Capital:</b> Expenditures that must be amortized and are considered capital based on your agency policies cannot be included in your program budget or actuals.
<b>Professional Development:</b> Professional development expenses related to opportunities outside of Alberta cannot be included in the budget or actuals.
<b>Promotion:</b> Expenses which are not direct costs of learning opportunity delivery cannot be included in the budget or actuals (e.g. full cost of website or advertisement cost for flyer noting all agency learning opportunities).
<b>Grant dollars</b> <u>cannot</u> be put in a reserve fund or deferred to a date later than June 30th each year.
<b>Grant funds</b> cannot be used for loan fees, debt principal payments, deficit funding, or fundraising.
<b>E. Before Submitting Your Financial Templates</b>
Check that the total income matches the total expenses for each column and that the total ECALA income matches the total ECALA expenses.
If you added lines to the template ensure the formulas are still correct.
Ensure you have completed the Human Resources section and the information provided matches what you have listed in your Application.
Calculations for all expense lines must be included.
Check to see that the proposed expenses are supported by the narrative you have written in your Application.
<b>F. Financial Requirements</b>
<b>All agencies receiving ECALA funding must:</b>
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.
Provide Audited Financial Statements , preferably signed by the Board Chair and Treasurer. If your organization does not have audited financial statements, contact ECALA to discuss what documentation you will need to provide prior to applying.
Submit a request in writing to ECALA to transfer more than 15% of funding from one expense item to another.
Return unexpended grant dollars which have been advanced to them with their Annual Report submission.

**If you have any questions about using the financial template, please email**

[education@ecala.org](mailto:education@ecala.org) or [ed@ecala.org](mailto:ed@ecala.org)





## Category Application Request #1

Please provide an individual financial template sheet for each category application

Agency: \_\_\_\_\_

Category: \_\_\_\_\_

Income	Category Request	TOTAL Revised	TOTAL Expensed	EXPLANATION
ECALA Funding				
Registration Fees				
In-Kind Contributions				
Donations				
Other Income: Specify Funder				

**Total Income**    \$       -    \$       -    \$       -

Expenses	ECALA Request	IN-KIND	DONATIONS	OTHER	TOTAL	Allocation Condition	ANNUAL REPORT	CALCULATIONS
						ECALA Revised	ECALA Expensed	
<b>Human Resources</b>								
[Insert Position Name]								
[Insert Position Name]								
[Insert Position Name]								
Volunteer Coordinator								
<b>Learning Opportunity Delivery</b>								
Honoraria/Elder								
Facility/Classroom Rent								
Classroom Learning Resources								
Supplies/Photocopying								
Promotion								
Volunteer Support and Recognition								
<b>Participant Supports</b>								
Input other expenses not noted								
Child Care								
Food/Snacks								
Furniture & Fixtures								
[Insert expense]								
<b>Professional Development</b>								
Professional Development								

Subtotal:    \$       -    \$       -    \$       -    \$       -    \$       -    \$       -    \$       -

**Operations (20% max)**

Total Expenses    \$       -    \$       -    \$       -    \$       -    \$       -    \$       -    \$       -



## Category Application Request #2

Please provide an individual financial template sheet for each category application

Agency: \_\_\_\_\_

Category: \_\_\_\_\_

Income	Category Request	TOTAL Revised	TOTAL Expensed	EXPLANATION
ECALA Funding				
Registration Fees				
In-Kind Contributions				
Donations				
Other Income: Specify Funder				

**Total Income**    \$ -    \$ -    \$ -

Expenses	ECALA Request	IN-KIND	DONATIONS	OTHER	TOTAL	Allocation Condition	ANNUAL REPORT	CALCULATIONS
						ECALA Revised	ECALA Expensed	
<b>Human Resources</b>								
[Insert Position Name]								
[Insert Position Name]								
[Insert Position Name]								
Volunteer Coordinator								
<b>Learning Opportunity Delivery</b>								
Honoraria/Elder								
Facility/Classroom Rent								
Classroom Learning Resources								
Supplies/Photocopying								
Promotion								
Volunteer Support and Recognition								
<b>Participant Supports</b>								
Input other expenses not noted								
Child Care								
Food/Snacks								
Furniture & Fixtures								
[Insert expense]								
<b>Professional Development</b>								
Professional Development								

Subtotal:    \$ -    \$ -    \$ -    \$ -    \$ -    \$ -    \$ -

**Operations (20% max)**

Total Expenses    \$ -    \$ -    \$ -    \$ -    \$ -    \$ -    \$ -