

BUDGET PROPOSAL



Each project must provide a realistic budget proposal in terms of objectives. The proposed budget allows the Foundation to determine the proportion of its financial contribution. When filling in your budget proposal, please identify funding requests made to the Foundation and to other partners. Be sure to indicate how the amounts will be used.

For each expense expected to exceed \$1,500, a supporting document (invoice or quote) must be submitted as an annex to the budget proposal table.

All sources of funding associated with the project must be identified, both funding already obtained and anticipated funding.

With regard to the amounts requested from the Foundation, please note that study grants and the costs of meals, accommodation, alcohol, and travel for all persons participating in the project cannot be financed by the amounts obtained from the Foundation. Foundation funding cannot be used for political ends or to fund a national project, whether sponsored or not, by a national organization. Also, projects focused on personal enrichment or start-up enterprises cannot receive Foundation funding.

Funding for salaries included in the budget proposal table, for projects where this applies, will be at the discretion of the Foundation committee.

Note: Recurring projects are eligible for a grant of up to \$3,000. A recurring project with an explicitly innovative aspect compared to previous years, which is explained in the Action Plan, may be eligible for a maximum grant of \$5,000, as are all other projects.

Here is an example of a budget proposal table (provided for guidance only):

| Budget Category | Expenses ¹ | Total of Amounts Obtained or to be Received ² | Anticipated Funding ³ | Amount requested from the Foundation ⁴ | Total Funding |
|-----------------|-----------------------|--|-------------------------------------|---|----------------|
| Stationery | \$500 | \$200 (student association) | \$0 | \$300 | \$500 |
| Room Rental | \$8,245 | \$2,000 (Université Laval) | \$4,000 (grant from Quebec City) | \$2,245 \$ | \$8,245 |
| Total | \$8,745 | \$2,200 | \$4,000 | \$2,545 | \$8,745 |

