

Community Investment Program

Community Impact Grant

Building Sustainable Budgets



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Budget Planning for Sustainable Community Impact

Why Budget Planning Matters

- 💡 Understand program's financial needs
- 💡 Plan for long-term sustainability
- 💡 Show accountability to funders
- 💡 Balance revenue and expenses

What This Guide Offers

- ✓ Clear definitions of eligible expenses
- ✓ Tips for balancing your budget
- ✓ Tools for long-term planning



Budget Planning for Sustainable Community Impact



Planning for the Full Budget: Revenue Sources

 **Diversify Revenue Sources** - Don't rely on one funding source

 Reminder:

- **CIP will fund up to 75%** of total eligible expenses, up to the applicable grant maximums.
- Organizations are responsible for securing the remaining **25%** through other sources of revenue or funding.



Planning for the Full Budget: Revenue Sources



Other Revenue Sources Might Include:

- Other grants or sponsorships
- Donations, fundraising or Casinos/Bingo
- In-kind contributions (e.g., volunteer time, donated space or materials)
- Program fees (if applicable)



Tip:

- Start by thinking about the full cost, then identify both expenses and revenue sources to build a balanced budget.
- Track volunteer hours as **in-kind value**—this strengthens your budget.



Planning for the Full Budget: Revenue Sources

💡 Other Revenue Sources could be:



Secured Revenue

Confirmed funds (grants, donations, contracts that have been confirmed with signed agreements)

OR



Revenue in Progress

Expected but not guaranteed revenue (grants that were applied for, but haven't been confirmed)



Reminder:

- Only the shortfall between Secured Revenue and total Eligible Expenses at time of application will be considered for CIP funding. Revenues in Progress is not included in the grant calculation but will be calculated in the final report.
- If actual funding exceeds 75% of eligible expenses, the excess may need to be returned.



Planning for the Full Budget: Expenses

Consider the following expense categories

Category	Description
 Program Staff	Salaries, wages, and employer-related costs for staff directly involved in delivering the program, project or event.
 Program Materials	Supplies and materials essential to delivery of the program, project or event.
 Other Eligible Expense	The expenses that support the program, project or event. i.e. Advertising, Gifts for Elders, Insurance, Rent, Transportation/delivery and volunteer appreciation
 Administration Costs	Operational expenses not directly tied to the program, project, or event (capped at 15%).
 Other	Additional eligible costs that support the program, project, or event.



Tips for Balancing Your Budget

Start with the Full Picture

- 📋 List **all expected expenses**, even small ones.
- 🤝 Include **in-kind contributions** (e.g., volunteer time, donated labor, space, materials) as part of your budget
 - ✅ These are expenses you would otherwise have to pay for if they were not donated—so they should still be included in your budget as both **revenues** and in **expenses**
 - ✅ Think of in-kind support as “invisible money” that helps balance your budget



Tips for Balancing Your Budget

Prioritize Essential Expenses

- 📦 Focus on what's **critical to program delivery** (e.g., materials, staff).
- ⌚ Delay or reduce non-essential items if needed

Plan for Sustainability

- 🧑 Include training for volunteers.
- 🤝 Build partnerships for future support.



Program Staff

- **Program Staff Wages & Benefits**

Wages and benefits for staff directly involved in delivering the program, project or event.

- **Training**

Only if essential to the delivery of the program, project, or event.



Program Materials

- **Program Materials and Supplies**

Includes books, brochures, manuals, activity materials, and recognition items (e.g., trophies, plaques).

- ✗ *Prizes or Prize Money are ineligible*

- ✗ *Costumes or Uniforms are ineligible*

- ✗ *Medical Supplies or Equipment are ineligible*

- **Food Costs**

Only if directly related to the program, project, or event.

- ✗ *Alcohol is ineligible*



Other Eligible Expenses

- **Advertising / Marketing Fees**

For promoting the program, project, or event.

- **Food Costs**

Food that would be offered at the program, project or event.

- **Honorariums / Gifts for Elders**

Payments to Elders and Knowledge Keepers who were invited to ceremonies or meetings that are directly related to program, project or event.

- **Insurance – Program, Project, or Event**

Specific to the activity being delivered (not general business insurance).



Other Eligible Expenses

(continued)

- **Rent – Venue/Equipment**

If directly related to program, project or event delivery.

- **Transportation and Delivery**

For moving materials or supplies essential to the program, project, or event.

- **Volunteer Appreciation**

Non-cash recognition for volunteers (e.g., certificates, small tokens).

✗ *Cash or gift cards are ineligible.*



Administration Costs

Administration Costs are expenses that support the general operations of an organization but are not directly tied to the delivery of a specific program, project, or event. These costs are necessary for the organization's overall functioning and are capped at **15%** of the total eligible expenses.

Examples include:

 Accounting/Bookkeeping

 Bank Fees

 Executive Salaries

 Freight/Postage

 General Business Insurance

 Office Supplies

 Office Rent

 Utilities



Other Expenses

- **Other Expenses**

Expenses directly related to the program, project or event that are not included in the previous categories. Please provide detail or contact cip@rmwb.ca to determine eligibility.

- ✗ *Debt or Financing Charges are ineligible*
- ✗ *Scholarships or Donations are ineligible*
- ✗ *Language Lessons or Publications are ineligible*
- ✗ *Capital Purchases (Land/Buildings) are ineligible*
- ✗ *Travel Outside Municipality are ineligible*



Recap: Eligible vs Ineligible Expenses

	Eligible Expense Type
	Advertising & Marketing
	Food Costs
	Honorariums/Gifts for Elders
	Insurance (Program/Project/Event)
	Program Materials & Supplies
	Program Staff Wages & Benefits
	Training (Program/Project/Event)
	Transportation & Delivery
	Rent (Venue/Equipment)
	Volunteer Appreciation

	Ineligible Expense Type
	Alcohol
	Capital Purchases (Land/Buildings)
	Costumes or Uniforms
	Debt or Financing Charges
	Gifts or Gift Cards
	Language Lessons or Publications
	Medical Supplies or Equipment
	Prizes or Prize Money
	Scholarships or Donations
	Travel Outside Municipality



Budget Checklist

- ✓ Have you included all direct costs?
- ✓ Have you capped admin at 15%?
- ✓ Have you identified all revenue sources?
- ✓ Have you included in-kind contributions?
- ✓ Have you planned for sustainability?

