# Budget Detail Template

Use this template to provide details on the amount of funding you are requesting from Accessibility Standards Canada to cover the costs of your project.

**Before you begin, please review the entire template**. This will help you know what information you need to provide and where to enter it.

Please note that you will need to manually add all the totals and sub-totals in this form.

## How to complete the form

The budget information is divided into two parts: Cost categories and Other sources of funding.

You need to provide enough detail so we can assess how you calculated the amounts you enter. For the purpose of this form, a fiscal year starts on April 1 and ends on March 31 of the following calendar year.

### Part 1: Cost categories

In this section, you need to show the amounts you are requesting from Accessibility Standards Canada for the project. You must explain:

* + how you calculated the amounts requested
  + what the money will be used for, and
  + the project activities the money will support.

Amounts must be broken down using the following cost categories. All costs should be reasonable and linked directly to project activities. All of the money requested must be necessary for the successful completion of your project. **If a cost is not directly related to your project, it is not eligible for funding.**

**Cost categories**

1. operating costs
2. professional fees and services
3. wages, salaries and benefits-related costs
4. staff training and professional development
5. participant costs
6. materials, equipment, and supplies
7. printing and communication
8. travel costs

**Examples of ineligible costs**

* + **contracts with researchers who hold an academic position at a post-secondary institution**
  + costs to support core organization funding
  + pay and benefits for employees not related to the project
  + the salary of anyone holding an academic position at a post-secondary institution (these individuals are also not eligible for a salary replacement allowance)
  + general costs not related to the project
  + professional fees not related to the project, such as union dues and membership and certification fees
  + money spent on alcoholic beverages or cannabis
  + cost of land and buildings

### Part 2: Other sources of funding

In this section, you must list all of the project funding (contributions) you will receive and how they relate to the project activities. You need to show all the contributions that you will receive from:

1. your organization

2. other sources

## Organization name, project title, and project dates

Complete the following:

Organization name:

Click here to insert your answer.

Project title:

Click here to insert your answer.

Project start date (yyyy-mm-dd):

Click here to insert your answer.

Project end date (yyyy-mm-dd):

Click here to insert your answer.

## Fiscal year 1

## Part 1: Cost categories

### Operating costs

These are your organization’s administrative costs. Although not directly related to your project, you may need to draw on your organization’s goods and services to deliver your project successfully. The operating cost amount **cannot exceed 15%** of the total funding requested.

The “Detailed breakdown and description of amount requested” column should include:

* the items and/or services the operating costs will cover
* a list of the individual items in each category
* how the cost of each item was calculated

Some organizations calculate operating costs (indirect costs) as a percentage of the project value. In that case, please indicate the amount under item “g” (other operating costs). You still need to list the goods and services covered by that fee in the “Detailed breakdown and description” column.

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
| 1. Postage and courier fees |  |  |  |
| 1. Basic telephone fees |  |  |  |
| 1. Information technology |  |  |  |
| 1. Head office support |  |  |  |
| 1. Materials and office supplies |  |  |  |
| 1. Monthly internet fees |  |  |  |
| 1. Other operating costs |  |  |  |
| ****Total operating costs:**** |  |  | |

### Professional fees and services

These are funds to pay outside contractors, service providers or partners for their work, services or expertise. This money can be used only for project work or services supplied by external organizations or individuals who are not part of your organization. These funds cannot be used to pay your own employees or research participants.

Most of your project activities should be carried out by your organization and partners; professional fees should be used sparingly, such as for subject matter experts.

A contractor’s work must support or contribute materially to your project. For example, you may need them to:

* supply certain goods or services you need to carry out the project
* complete some project activities
* provide necessary expertise

**Important: If you receive more than $300,000 in funding from Accessibility Standards Canada, the financial reports for your project must be audited by a third party at the end of the project. In the final fiscal year of the project, show the auditing costs under “g” (Audit Fees).** If these fees will be covered by your organization or another funding source or partner, provide the information in part 2.

In each relevant “Detailed breakdown and description of amount requested” column, include:

* the service or product to be provided and how it relates to project activities
* whether the amount is a service fee, or a salary/hourly rate fee
* how each amount was calculated (for example, the number of hours spent on the project and the fee per hour)

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Name of person or organization providing the service**** | ****Is the service provider a project partner (yes/no)?**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- | --- | --- |
|
| 1. Consultants |  |  |  |  |  |
| 1. Research |  |  |  |  |  |
| 1. IT |  |  |  |  |  |
| 1. Technical expertise |  |  |  |  |  |
| 1. Facilitation |  |  |  |  |  |
| 1. Performance evaluation and reporting |  |  |  |  |  |
| 1. Audit fees |  |  |  |  |  |
| 1. Bookkeeping |  |  |  |  |  |
| 1. Other (describe) |  |  |  |  |  |
| Total professional fees and services: |  |  | | | |

### Wages, salaries, and benefits

These are costs for full- or part-time employees and casual workers who are employees of your organization who will be working directly on project activities. Costs for temporarily replacing an employee so they can participate in the project are also eligible; the maximum amount that can be requested is 50% of the salary of the person being replaced, for each year of the project.

**Note:** The salaries of individuals holding an academic position at a post-secondary institution are not eligible for funding or salary replacement.

For each employee, the “Detailed breakdown and description of amount requested” column should include:

* + the position title
  + whether the position is full time or part time
  + the employer’s mandatory costs (such as benefits-related costs)
  + the employee’s wages (see below)

For each fiscal year, explain how you calculated the wages for each employee. For example:

* Full-time position: yearly salary plus mandatory employer costs
* Part-time position: number project hours spent on the project, the wage per hour (or part-time yearly salary) plus the mandatory employer cost

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Wages, benefits, and other mandatory employment-related costs paid to (or on behalf of) staff working directly on the project |  |  |  |
| 1. Staff disability supports |  |  |  |
| 1. Other (describe) |  |  |  |
| Total wage-related costs: |  |  | |

### Staff training and professional development

These are costs for the **training and development of project staff who are directly involved in project related activities.**

The “Detailed breakdown and description of amount requested” column should include:

* what the training is for and how it relates to the project
* the cost per training session, and per employee
* the number of employees who will participate

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Staff training |  |  |  |
| 1. Staff professional development |  |  |  |
| 1. Staff training for disability-related issues |  |  |  |
| 1. Conference registration fees (conferences related to professional development only) |  |  |  |
| 1. Other conference-related fees, such as travel or per diems |  |  |  |
| 1. Other (describe) |  |  |  |
| Total staff training and professional development costs: |  |  | |

### Participant costs

These are costs to enable everyone involved in your project to participate fully. This includes people with disabilities and people with lived experiences.

Note that if you include travel or hospitality costs, you must consult the [Directive on Travel, Hospitality, Conference and Event Expenditure*s*](https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=27228) of Canada’s Treasury Board. The part of costs that go over the rates set out in the Directive are not eligible for funding.

Where relevant, the “Detailed breakdown and description of amount requested” column should include:

* + the project activity supported
  + the honoraria or participation fees per person, and the number of participants
  + the type of accommodation, disability-related support or technology needed
  + the cost of accommodation, disability-related support or technology needs per person and how many people it will cover
  + the cost per hour for sign language interpretation and the estimated number of hours needed
  + the cost per word of translation and the estimated number of words

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Honoraria and participation fees |  |  |  |
| 1. Accessibility accommodations |  |  |  |
| 1. Set up of adaptive technology |  |  |  |
| 1. Care for children or other dependents |  |  |  |
| 1. Disability-related supports |  |  |  |
| 1. Emergency assistance |  |  |  |
| 1. Living expenses |  |  |  |
| 1. Travel (such as transportation to enable participants to take part in project activities) |  |  |  |
| 1. Wages and mandatory employment-related benefits (such as those required by human resources policies or provincial or territorial labour standards) |  |  |  |
| 1. Written translation for participants |  |  |  |
| 1. Spoken interpretation for participants |  |  |  |
| 1. Sign language interpretation for participants |  |  |  |
| 1. Adapting materials into an accessible format (including plain language) |  |  |  |
| 1. Other (describe) |  |  |  |
| Total participant costs: |  |  | |

### Materials, equipment, and supplies

These are costs for materials, equipment, and supplies that are essential to the project’s success and that would not have been purchased otherwise.

The “Detailed breakdown and description of amount requested” column should include:

* a description of the material needed and how it relates to the project activities
* the fee and period (in months) covered for an equipment lease or a subscription service
* the cost of software (Indicate if it’s a one-time charge or a subscription)

Note: Materials valued at more than $1,000 may be considered a capital asset; therefore, such materials cannot be sold or disposed of at the end of the project unless approved by Accessibility Standards Canada. As well, the part of the cost of any goods and services for which you can claim a tax credit or reimbursement is not eligible for funding.

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Computer software |  |  |  |
| 1. Equipment (lease, rental, or purchase) |  |  |  |
| 1. Reference materials |  |  |  |
| 1. Signage |  |  |  |
| 1. Other (describe) |  |  |  |
| ****Total cost of materials, equipment, supplies:**** |  |  | |

### Printing and communication costs

These costs are to help you produce printed materials for your project, communicate with your audiences and disseminate your project findings.

If you receive funding, you must submit a research report and an executive summary at the end of your project. These must be submitted in both official languages and in an accessible format. Also, the executive summary must be written in plain language. Translation and adaptation costs linked to those requirements should be listed in this section in the final year of your project. If your organization, or another funding source or partner, is covering these costs, specify this in part 2.

Where relevant, the “Detailed breakdown and description of amount requested” column should include:

* an explanation of each item and its relevance to the project activities
* the cost per item, and the number of items needed
* the cost per hour for sign language interpretation and the estimated number of hours needed
* the per-word cost of English-to-French translation and the estimated number of words

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Printing |  |  |  |
| 1. Advertising |  |  |  |
| 1. Written translation |  |  |  |
| 1. Spoken interpretation |  |  |  |
| 1. Sign language translation |  |  |  |
| 1. Adapting materials into an accessible format (including plain language) |  |  |  |
| 1. Other (describe) |  |  |  |
| Total printing and communication costs: |  |  | |

### Travel costs

This section relates to costs for staff, employees, or volunteers to travel as part of their work on the project. This travel must be directly related to project activities and would not have otherwise happened.

Travel to enable research participants to take part in your project should be entered in section 5, “Participant costs.”

We recommend you consult the [National Joint Council of Canada’s *Travel Directive*](https://www.njc-cnm.gc.ca/directive/d10/en) to complete this section*.* The part of the cost of any travel, accommodation and per-diem costs that go over the rates set out in the Travel Directiveis not eligible for funding.

International travel must be preapproved by Accessibility Standards Canada. If your project is selected and your project requires international travel, you must contact us to start the pre-approval process.

The “Detailed breakdown and description of amount requested” column should include:

* the activity that requires travel and how it is relevant to the project
* the travel destination
* the number of people travelling
* the travel method being used and the cost per return ticket, per person
* the cost per person per night for accommodation and the number of nights needed
* the per-diem cost per person per day and the number of days

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Travel method (flight, train, vehicle, other) |  |  |  |
| 1. Lodging and accommodations |  |  |  |
| 1. Other travel costs, such as per diems |  |  |  |
| Total travel costs: |  |  | |

## Part 2: Other sources of funding

This section is for listing any funding your organization is contributing to the project or that you are receiving from sources other than Accessibility Standards Canada. **It is mandatory to identify all contributions being made to this project.**

**Cash contributions:** This money must go toward the cost of research and research-related activities. Any organization can make a cash contribution. It can be from your own organization or from a partner or someone else.

**In-kind contributions:** These are considered real contributions to the cost of the project but are not reimbursable. Donated goods and services may be considered in-kind contributions if they can be assessed at fair market value. In-kind contributions must be:

* + essential to the project’s success
  + eligible for funding and would otherwise have to be purchased by you
  + balanced by an expense of equal value (clearly show the nature and value of the related expense in the table)

### Contributions from your organization

Provide full details of any project-related cash and/or in-kind contributions that your organization is contributing. This shows your organization is committed to the project and investing in its success.

Examples of contributions:

* operating costs that fall outside the eligible funding request limit of 15%
* payments that you are not asking Accessibility Standards Canada to fund, such as staff salaries or consultant fees for people working directly or indirectly on the project
* any other project-related expense that will be covered by your organization

If your organization is a university: Salaries of people in academic positions who work on the project are not eligible for funding covered by Accessibility Standards Canada. They should be listed here as in-kind contributions.

| ****Type of contribution**** | ****Description**** of contribution | Cash or  in-kind? | ****Value of contribution ($)**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- | --- |
| 1. Operating costs |  |  |  |  |
| 1. Professional fees and services |  |  |  |  |
| 1. Wages, salaries, benefits, honoraria |  |  |  |  |
| 1. Staff training and professional development |  |  |  |  |
| 1. Participant costs |  |  |  |  |
| 1. Material, equipment, and supplies |  |  |  |  |
| 1. Printing and communication costs |  |  |  |  |
| 1. Travel costs |  |  |  |  |
| 1. Other (please describe) |  |  |  |  |
| ****Total value of your organization’s contributions****: | | |  |  |

### Contributions from other sources

In the next table, you must list every organization or individual providing any cash or in-kind contributions to your project. These can be contributions from either public or private sources. Public sources can include other government agencies (federal, provincial, territorial, or municipal). They can also include universities and school boards. Private sources can include a non-profit or disability-related organizations.

Any contributions you are receiving from other sources must be confirmed in the form of a letter from the contributors. Include these letters with your other application documents.

The total amount of contributions you receive from government sources (federal, provincial, territorial, and municipal) cannot exceed 100% of the eligible costs of your project. This is known as a stacking limit.

In the “Type of contributor” column, indicate whether the source is a:

* non-profit organization
* private business
* university
* private individual
* government entity

In the “Description of contribution” column, indicate:

* the project activities supported
* what is being contributed to the project (for example service, work or expertise, products, or materials):
* how the amount contributed was calculated. For example:
  + the service fee (or the service fee waived in the case of an in-kind contribution)
  + the salary, or salary equivalent (hourly wage multiplied by the number of hours dedicated to the project)
  + the value of the products or materials

In the "Contribution category" column, indicate whether the contribution is for:

* operating costs
* professional fees and services
* wages, salaries and benefits
* staff training and professional development
* participant costs
* materials, equipment, and supplies
* printing and communication costs
* travel costs

| **Name of contributor** | **Type of contributor** | **Description of contribution** | **Contribution category** | **Is the contribution cash or  in-kind?** | **Value of contribution ($)** | **Is the contribution confirmed? (yes/no)** | **Is the contributor a project partner? (yes/no)** | **Accessibility Standards Canada comments (do not complete)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total value of** **contributions from other sources, fiscal year 1** | | | | |  |  |  |  |

#### Total contributions from your organization and other sources

|  |  |
| --- | --- |
| Total contributions | Total amount of contributions |
| Combined total of cash and in-kind contributions  (total of part 2, sections 1 and 2): |  |

## Fiscal year 2

## Part 1: Cost categories

### Operating costs

These are your organization’s administrative costs. Although not directly related to your project, you may need to draw on your organization’s goods and services to deliver your project successfully. The operating cost amount **cannot exceed 15%** of the total funding requested.

The “Detailed breakdown and description of amount requested” column should include:

* the items and/or services the operating costs will cover
* a list of the individual items in each category
* how the cost of each item was calculated

Some organizations calculate operating costs (indirect costs) as a percentage of the project value. In that case, please indicate the amount under item “g” (other operating costs). You still need to list the goods and services covered by that fee in the “Detailed breakdown and description” column.

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
| 1. Postage and courier fees |  |  |  |
| 1. Basic telephone fees |  |  |  |
| 1. Information technology |  |  |  |
| 1. Head office support |  |  |  |
| 1. Materials and office supplies |  |  |  |
| 1. Monthly internet fees |  |  |  |
| 1. Other operating costs |  |  |  |
| ****Total operating costs:**** |  |  | |

### Professional fees and services

These are funds to pay outside contractors, service providers or partners for their work, services or expertise. This money can be used only for project work or services supplied by external organizations or individuals who are not part of your organization. These funds cannot be used to pay your own employees or research participants.

Most of your project activities should be carried out by your organization and partners; professional fees should be used sparingly, such as for subject matter experts.

A contractor’s work must support or contribute materially to your project. For example, you may need them to:

* supply certain goods or services you need to carry out the project
* complete some project activities
* provide necessary expertise

**Important: If you receive more than $300,000 in funding from Accessibility Standards Canada, the financial reports for your project must be audited by a third party at the end of the project. In the final fiscal year of the project, show the auditing costs under “g” (Audit Fees).** If these fees will be covered by your organization or another funding source or partner, provide the information in part 2.

In each relevant “Detailed breakdown and description of amount requested” column, include:

* the service or product to be provided and how it relates to project activities
* whether the amount is a service fee, or a salary/hourly rate fee
* how each amount was calculated (for example, the number of hours spent on the project and the fee per hour)

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Name of person or organization providing the service**** | ****Is the service provider a project partner (yes/no)?**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- | --- | --- |
|
| 1. Consultants |  |  |  |  |  |
| 1. Research |  |  |  |  |  |
| 1. IT |  |  |  |  |  |
| 1. Technical expertise |  |  |  |  |  |
| 1. Facilitation |  |  |  |  |  |
| 1. Performance evaluation and reporting |  |  |  |  |  |
| 1. Audit fees |  |  |  |  |  |
| 1. Bookkeeping |  |  |  |  |  |
| 1. Other (describe) |  |  |  |  |  |
| Total professional fees and services: |  |  | | | |

### Wages, salaries, and benefits

These are costs for full- or part-time employees and casual workers who are employees of your organization who will be working directly on project activities. Costs for temporarily replacing an employee so they can participate in the project are also eligible; the maximum amount that can be requested is 50% of the salary of the person being replaced, for each year of the project.

**Note:** The salaries of individuals holding an academic position at a post-secondary institution are not eligible for funding or salary replacement.

For each employee, the “Detailed breakdown and description of amount requested” column should include:

* + the position title
  + whether the position is full time or part time
  + the employer’s mandatory costs (such as benefits-related costs)
  + the employee’s wages (see below)

For each fiscal year, explain how you calculated the wages for each employee. For example:

* Full-time position: yearly salary plus mandatory employer costs
* Part-time position: number project hours spent on the project, the wage per hour (or part-time yearly salary) plus the mandatory employer cost

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Wages, benefits, and other mandatory employment-related costs paid to (or on behalf of) staff working directly on the project |  |  |  |
| 1. Staff disability supports |  |  |  |
| 1. Other (describe) |  |  |  |
| Total wage-related costs: |  |  | |

### Staff training and professional development

These are costs for the **training and development of project staff who are directly involved in project related activities.**

The “Detailed breakdown and description of amount requested” column should include:

* what the training is for and how it relates to the project
* the cost per training session, and per employee
* the number of employees who will participate

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Staff training |  |  |  |
| 1. Staff professional development |  |  |  |
| 1. Staff training for disability-related issues |  |  |  |
| 1. Conference registration fees (conferences related to professional development only) |  |  |  |
| 1. Other conference-related fees, such as travel or per diems |  |  |  |
| 1. Other (describe) |  |  |  |
| Total staff training and professional development costs: |  |  | |

### Participant costs

These are costs to enable everyone involved in your project to participate fully. This includes people with disabilities and people with lived experiences.

Note that if you include travel or hospitality costs, you must consult the [Directive on Travel, Hospitality, Conference and Event Expenditure*s*](https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=27228) of Canada’s Treasury Board. The part of costs that go over the rates set out in the Directive are not eligible for funding.

Where relevant, the “Detailed breakdown and description of amount requested” column should include:

* + the project activity supported
  + the honoraria or participation fees per person, and the number of participants
  + the type of accommodation, disability-related support or technology needed
  + the cost of accommodation, disability-related support or technology needs per person and how many people it will cover
  + the cost per hour for sign language interpretation and the estimated number of hours needed
  + the cost per word of translation and the estimated number of words

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Honoraria and participation fees |  |  |  |
| 1. Accessibility accommodations |  |  |  |
| 1. Set up of adaptive technology |  |  |  |
| 1. Care for children or other dependents |  |  |  |
| 1. Disability-related supports |  |  |  |
| 1. Emergency assistance |  |  |  |
| 1. Living expenses |  |  |  |
| 1. Travel (such as transportation to enable participants to take part in project activities) |  |  |  |
| 1. Wages and mandatory employment-related benefits (such as those required by human resources policies or provincial or territorial labour standards) |  |  |  |
| 1. Written translation for participants |  |  |  |
| 1. Spoken interpretation for participants |  |  |  |
| 1. Sign language interpretation for participants |  |  |  |
| 1. Adapting materials into an accessible format (including plain language) |  |  |  |
| 1. Other (describe) |  |  |  |
| Total participant costs: |  |  | |

### Materials, equipment, and supplies

These are costs for materials, equipment, and supplies that are essential to the project’s success and that would not have been purchased otherwise.

The “Detailed breakdown and description of amount requested” column should include:

* a description of the material needed and how it relates to the project activities
* the fee and period (in months) covered for an equipment lease or a subscription service
* the cost of software (Indicate if it’s a one-time charge or a subscription)

Note: Materials valued at more than $1,000 may be considered a capital asset; therefore, such materials cannot be sold or disposed of at the end of the project unless approved by Accessibility Standards Canada. As well, the part of the cost of any goods and services for which you can claim a tax credit or reimbursement is not eligible for funding.

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Computer software |  |  |  |
| 1. Equipment (lease, rental, or purchase) |  |  |  |
| 1. Reference materials |  |  |  |
| 1. Signage |  |  |  |
| 1. Other (describe) |  |  |  |
| ****Total cost of materials, equipment, supplies:**** |  |  | |

### Printing and communication costs

These costs are to help you produce printed materials for your project, communicate with your audiences and disseminate your project findings.

If you receive funding, you must submit a research report and an executive summary at the end of your project. These must be submitted in both official languages and in an accessible format. Also, the executive summary must be written in plain language. Translation and adaptation costs linked to those requirements should be listed in this section in the final year of your project. If your organization, or another funding source or partner, is covering these costs, specify this in part 2.

Where relevant, the “Detailed breakdown and description of amount requested” column should include:

* an explanation of each item and its relevance to the project activities
* the cost per item, and the number of items needed
* the cost per hour for sign language interpretation and the estimated number of hours needed
* the per-word cost of English-to-French translation and the estimated number of words

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Printing |  |  |  |
| 1. Advertising |  |  |  |
| 1. Written translation |  |  |  |
| 1. Spoken interpretation |  |  |  |
| 1. Sign language translation |  |  |  |
| 1. Adapting materials into an accessible format (including plain language) |  |  |  |
| 1. Other (describe) |  |  |  |
| Total printing and communication costs: |  |  | |

### Travel costs

This section relates to costs for staff, employees, or volunteers to travel as part of their work on the project. This travel must be directly related to project activities and would not have otherwise happened.

Travel to enable research participants to take part in your project should be entered in section 5, “Participant costs.”

We recommend you consult the [National Joint Council of Canada’s *Travel Directive*](https://www.njc-cnm.gc.ca/directive/d10/en) to complete this section*.* The part of the cost of any travel, accommodation and per-diem costs that go over the rates set out in the Travel Directiveis not eligible for funding.

International travel must be preapproved by Accessibility Standards Canada. If your project is selected and your project requires international travel, you must contact us to start the pre-approval process.

The “Detailed breakdown and description of amount requested” column should include:

* the activity that requires travel and how it is relevant to the project
* the travel destination
* the number of people travelling
* the travel method being used and the cost per return ticket, per person
* the cost per person per night for accommodation and the number of nights needed
* the per-diem cost per person per day and the number of days

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Travel method (flight, train, vehicle, other) |  |  |  |
| 1. Lodging and accommodations |  |  |  |
| 1. Other travel costs, such as per diems |  |  |  |
| Total travel costs: |  |  | |

## Part 2: Other sources of funding

This section is for listing any funding your organization is contributing to the project or that you are receiving from sources other than Accessibility Standards Canada. **It is mandatory to identify all contributions being made to this project.**

**Cash contributions:** This money must go toward the cost of research and research-related activities. Any organization can make a cash contribution. It can be from your own organization or from a partner or someone else.

**In-kind contributions:** These are considered real contributions to the cost of the project but are not reimbursable. Donated goods and services may be considered in-kind contributions if they can be assessed at fair market value. In-kind contributions must be:

* + essential to the project’s success
  + eligible for funding and would otherwise have to be purchased by you
  + balanced by an expense of equal value (clearly show the nature and value of the related expense in the table)

### Contributions from your organization

Provide full details of any project-related cash and/or in-kind contributions that your organization is contributing. This shows your organization is committed to the project and investing in its success.

Examples of contributions:

* operating costs that fall outside the eligible funding request limit of 15%
* payments that you are not asking Accessibility Standards Canada to fund, such as staff salaries or consultant fees for people working directly or indirectly on the project
* any other project-related expense that will be covered by your organization

If your organization is a university: Salaries of people in academic positions who work on the project are not eligible for funding covered by Accessibility Standards Canada. They should be listed here as in-kind contributions.

| ****Type of contribution**** | ****Description**** of contribution | Cash or  in-kind? | ****Value of contribution ($)**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- | --- |
| 1. Operating costs |  |  |  |  |
| 1. Professional fees and services |  |  |  |  |
| 1. Wages, salaries, benefits, honoraria |  |  |  |  |
| 1. Staff training and professional development |  |  |  |  |
| 1. Participant costs |  |  |  |  |
| 1. Material, equipment, and supplies |  |  |  |  |
| 1. Printing and communication costs |  |  |  |  |
| 1. Travel costs |  |  |  |  |
| 1. Other (please describe) |  |  |  |  |
| ****Total value of your organization’s contributions****: | | |  |  |

### Contributions from other sources

In the next table, you must list every organization or individual providing any cash or in-kind contributions to your project. These can be contributions from either public or private sources. Public sources can include other government agencies (federal, provincial, territorial, or municipal). They can also include universities and school boards. Private sources can include a non-profit or disability-related organizations.

Any contributions you are receiving from other sources must be confirmed in the form of a letter from the contributors. Include these letters with your other application documents.

The total amount of contributions you receive from government sources (federal, provincial, territorial, and municipal) cannot exceed 100% of the eligible costs of your project. This is known as a stacking limit.

In the “Type of contributor” column, indicate whether the source is a:

* non-profit organization
* private business
* university
* private individual
* government entity

In the “Description of contribution” column, indicate:

* the project activities supported
* what is being contributed to the project (for example service, work or expertise, products, or materials):
* how the amount contributed was calculated. For example:
  + the service fee (or the service fee waived in the case of an in-kind contribution)
  + the salary, or salary equivalent (hourly wage multiplied by the number of hours dedicated to the project)
  + the value of the products or materials

In the "Contribution category" column, indicate whether the contribution is for:

* operating costs
* professional fees and services
* wages, salaries and benefits
* staff training and professional development
* participant costs
* materials, equipment, and supplies
* printing and communication costs
* travel costs

| **Name of contributor** | **Type of contributor** | **Description of contribution** | **Contribution category** | **Is the contribution cash or  in-kind?** | **Value of contribution ($)** | **Is the contribution confirmed? (yes/no)** | **Is the contributor a project partner? (yes/no)** | **Accessibility Standards Canada comments (do not complete)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |  |  |  |
| **Total value of contributions from other sources, fiscal year 1** | | | | |  |  |  |  |

#### c. Total contributions from your organization and other sources

|  |  |
| --- | --- |
| Total contributions | Total amount of contributions |
| Combined total of cash and in-kind contributions  (total of part 2, sections 1 and 2): |  |

## Fiscal year 3

## Part 1: Cost categories

### Operating costs

These are your organization’s administrative costs. Although not directly related to your project, you may need to draw on your organization’s goods and services to deliver your project successfully. The operating cost amount **cannot exceed 15%** of the total funding requested.

The “Detailed breakdown and description of amount requested” column should include:

* the items and/or services the operating costs will cover
* a list of the individual items in each category
* how the cost of each item was calculated

Some organizations calculate operating costs (indirect costs) as a percentage of the project value. In that case, please indicate the amount under item “g” (other operating costs). You still need to list the goods and services covered by that fee in the “Detailed breakdown and description” column.

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
| 1. Postage and courier fees |  |  |  |
| 1. Basic telephone fees |  |  |  |
| 1. Information technology |  |  |  |
| 1. Head office support |  |  |  |
| 1. Materials and office supplies |  |  |  |
| 1. Monthly internet fees |  |  |  |
| 1. Other operating costs |  |  |  |
| ****Total operating costs:**** |  |  | |

### Professional fees and services

These are funds to pay outside contractors, service providers or partners for their work, services or expertise. This money can be used only for project work or services supplied by external organizations or individuals who are not part of your organization. These funds cannot be used to pay your own employees or research participants.

Most of your project activities should be carried out by your organization and partners; professional fees should be used sparingly, such as for subject matter experts.

A contractor’s work must support or contribute materially to your project. For example, you may need them to:

* supply certain goods or services you need to carry out the project
* complete some project activities
* provide necessary expertise

**Important: If you receive more than $300,000 in funding from Accessibility Standards Canada, the financial reports for your project must be audited by a third party at the end of the project. In the final fiscal year of the project, show the auditing costs under “g” (Audit Fees).** If these fees will be covered by your organization or another funding source or partner, provide the information in part 2.

In each relevant “Detailed breakdown and description of amount requested” column, include:

* the service or product to be provided and how it relates to project activities
* whether the amount is a service fee, or a salary/hourly rate fee
* how each amount was calculated (for example, the number of hours spent on the project and the fee per hour)

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Name of person or organization providing the service**** | ****Is the service provider a project partner (yes/no)?**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- | --- | --- |
|
| 1. Consultants |  |  |  |  |  |
| 1. Research |  |  |  |  |  |
| 1. IT |  |  |  |  |  |
| 1. Technical expertise |  |  |  |  |  |
| 1. Facilitation |  |  |  |  |  |
| 1. Performance evaluation and reporting |  |  |  |  |  |
| 1. Audit fees |  |  |  |  |  |
| 1. Bookkeeping |  |  |  |  |  |
| 1. Other (describe) |  |  |  |  |  |
| Total professional fees and services: |  |  | | | |

### Wages, salaries, and benefits

These are costs for full- or part-time employees and casual workers who are employees of your organization who will be working directly on project activities. Costs for temporarily replacing an employee so they can participate in the project are also eligible; the maximum amount that can be requested is 50% of the salary of the person being replaced, for each year of the project.

**Note:** The salaries of individuals holding an academic position at a post-secondary institution are not eligible for funding or salary replacement.

For each employee, the “Detailed breakdown and description of amount requested” column should include:

* + the position title
  + whether the position is full time or part time
  + the employer’s mandatory costs (such as benefits-related costs)
  + the employee’s wages (see below)

For each fiscal year, explain how you calculated the wages for each employee. For example:

* Full-time position: yearly salary plus mandatory employer costs
* Part-time position: number project hours spent on the project, the wage per hour (or part-time yearly salary) plus the mandatory employer cost

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Wages, benefits, and other mandatory employment-related costs paid to (or on behalf of) staff working directly on the project |  |  |  |
| 1. Staff disability supports |  |  |  |
| 1. Other (describe) |  |  |  |
| Total wage-related costs: |  |  | |

### Staff training and professional development

These are costs for the **training and development of project staff who are directly involved in project related activities.**

The “Detailed breakdown and description of amount requested” column should include:

* what the training is for and how it relates to the project
* the cost per training session, and per employee
* the number of employees who will participate

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Staff training |  |  |  |
| 1. Staff professional development |  |  |  |
| 1. Staff training for disability-related issues |  |  |  |
| 1. Conference registration fees (conferences related to professional development only) |  |  |  |
| 1. Other conference-related fees, such as travel or per diems |  |  |  |
| 1. Other (describe) |  |  |  |
| Total staff training and professional development costs: |  |  | |

### Participant costs

These are costs to enable everyone involved in your project to participate fully. This includes people with disabilities and people with lived experiences.

Note that if you include travel or hospitality costs, you must consult the [Directive on Travel, Hospitality, Conference and Event Expenditure*s*](https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=27228) of Canada’s Treasury Board. The part of costs that go over the rates set out in the Directive are not eligible for funding.

Where relevant, the “Detailed breakdown and description of amount requested” column should include:

* + the project activity supported
  + the honoraria or participation fees per person, and the number of participants
  + the type of accommodation, disability-related support or technology needed
  + the cost of accommodation, disability-related support or technology needs per person and how many people it will cover
  + the cost per hour for sign language interpretation and the estimated number of hours needed
  + the cost per word of translation and the estimated number of words

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Honoraria and participation fees |  |  |  |
| 1. Accessibility accommodations |  |  |  |
| 1. Set up of adaptive technology |  |  |  |
| 1. Care for children or other dependents |  |  |  |
| 1. Disability-related supports |  |  |  |
| 1. Emergency assistance |  |  |  |
| 1. Living expenses |  |  |  |
| 1. Travel (such as transportation to enable participants to take part in project activities) |  |  |  |
| 1. Wages and mandatory employment-related benefits (such as those required by human resources policies or provincial or territorial labour standards) |  |  |  |
| 1. Written translation for participants |  |  |  |
| 1. Spoken interpretation for participants |  |  |  |
| 1. Sign language interpretation for participants |  |  |  |
| 1. Adapting materials into an accessible format (including plain language) |  |  |  |
| 1. Other (describe) |  |  |  |
| Total participant costs: |  |  | |

### Materials, equipment, and supplies

These are costs for materials, equipment, and supplies that are essential to the project’s success and that would not have been purchased otherwise.

The “Detailed breakdown and description of amount requested” column should include:

* a description of the material needed and how it relates to the project activities
* the fee and period (in months) covered for an equipment lease or a subscription service
* the cost of software (Indicate if it’s a one-time charge or a subscription)

Note: Materials valued at more than $1,000 may be considered a capital asset; therefore, such materials cannot be sold or disposed of at the end of the project unless approved by Accessibility Standards Canada. As well, the part of the cost of any goods and services for which you can claim a tax credit or reimbursement is not eligible for funding.

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Computer software |  |  |  |
| 1. Equipment (lease, rental, or purchase) |  |  |  |
| 1. Reference materials |  |  |  |
| 1. Signage |  |  |  |
| 1. Other (describe) |  |  |  |
| ****Total cost of materials, equipment, supplies:**** |  |  | |

### Printing and communication costs

These costs are to help you produce printed materials for your project, communicate with your audiences and disseminate your project findings.

If you receive funding, you must submit a research report and an executive summary at the end of your project. These must be submitted in both official languages and in an accessible format. Also, the executive summary must be written in plain language. Translation and adaptation costs linked to those requirements should be listed in this section in the final year of your project. If your organization, or another funding source or partner, is covering these costs, specify this in part 2.

Where relevant, the “Detailed breakdown and description of amount requested” column should include:

* an explanation of each item and its relevance to the project activities
* the cost per item, and the number of items needed
* the cost per hour for sign language interpretation and the estimated number of hours needed
* the per-word cost of English-to-French translation and the estimated number of words

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Printing |  |  |  |
| 1. Advertising |  |  |  |
| 1. Written translation |  |  |  |
| 1. Spoken interpretation |  |  |  |
| 1. Sign language translation |  |  |  |
| 1. Adapting materials into an accessible format (including plain language) |  |  |  |
| 1. Other (describe) |  |  |  |
| Total printing and communication costs: |  |  | |

### Travel costs

This section relates to costs for staff, employees, or volunteers to travel as part of their work on the project. This travel must be directly related to project activities and would not have otherwise happened.

Travel to enable research participants to take part in your project should be entered in section 5, “Participant costs.”

We recommend you consult the [National Joint Council of Canada’s *Travel Directive*](https://www.njc-cnm.gc.ca/directive/d10/en) to complete this section*.* The part of the cost of any travel, accommodation and per-diem costs that go over the rates set out in the Travel Directiveis not eligible for funding.

International travel must be preapproved by Accessibility Standards Canada. If your project is selected and your project requires international travel, you must contact us to start the pre-approval process.

The “Detailed breakdown and description of amount requested” column should include:

* the activity that requires travel and how it is relevant to the project
* the travel destination
* the number of people travelling
* the travel method being used and the cost per return ticket, per person
* the cost per person per night for accommodation and the number of nights needed
* the per-diem cost per person per day and the number of days

| ****Category**** | ****Amount requested**** | ****Detailed breakdown and description**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- |
|
| 1. Travel method (flight, train, vehicle, other) |  |  |  |
| 1. Lodging and accommodations |  |  |  |
| 1. Other travel costs, such as per diems |  |  |  |
| Total travel costs: |  |  | |

## Part 2: Other sources of funding

This section is for listing any funding your organization is contributing to the project or that you are receiving from sources other than Accessibility Standards Canada. **It is mandatory to identify all contributions being made to this project.**

**Cash contributions:** This money must go toward the cost of research and research-related activities. Any organization can make a cash contribution. It can be from your own organization or from a partner or someone else.

**In-kind contributions:** These are considered real contributions to the cost of the project but are not reimbursable. Donated goods and services may be considered in-kind contributions if they can be assessed at fair market value. In-kind contributions must be:

* + essential to the project’s success
  + eligible for funding and would otherwise have to be purchased by you
  + balanced by an expense of equal value (clearly show the nature and value of the related expense in the table)

### Contributions from your organization

Provide full details of any project-related cash and/or in-kind contributions that your organization is contributing. This shows your organization is committed to the project and investing in its success.

Examples of contributions:

* operating costs that fall outside the eligible funding request limit of 15%
* payments that you are not asking Accessibility Standards Canada to fund, such as staff salaries or consultant fees for people working directly or indirectly on the project
* any other project-related expense that will be covered by your organization

If your organization is a university: Salaries of people in academic positions who work on the project are not eligible for funding covered by Accessibility Standards Canada. They should be listed here as in-kind contributions.

| ****Type of contribution**** | ****Description**** of contribution | Cash or  in-kind? | ****Value of contribution ($)**** | ****Accessibility Standards Canada comments  (do not complete)**** |
| --- | --- | --- | --- | --- |
| 1. Operating costs |  |  |  |  |
| 1. Professional fees and services |  |  |  |  |
| 1. Wages, salaries, benefits, honoraria |  |  |  |  |
| 1. Staff training and professional development |  |  |  |  |
| 1. Participant costs |  |  |  |  |
| 1. Material, equipment, and supplies |  |  |  |  |
| 1. Printing and communication costs |  |  |  |  |
| 1. Travel costs |  |  |  |  |
| 1. Other (please describe) |  |  |  |  |
| ****Total value of your organization’s contributions****: | | |  |  |

### Contributions from other sources

In the next table, you must list every organization or individual providing any cash or in-kind contributions to your project. These can be contributions from either public or private sources. Public sources can include other government agencies (federal, provincial, territorial, or municipal). They can also include universities and school boards. Private sources can include a non-profit or disability-related organizations.

Any contributions you are receiving from other sources must be confirmed in the form of a letter from the contributors. Include these letters with your other application documents.

The total amount of contributions you receive from government sources (federal, provincial, territorial, and municipal) cannot exceed 100% of the eligible costs of your project. This is known as a stacking limit.

In the “Type of contributor” column, indicate whether the source is a:

* non-profit organization
* private business
* university
* private individual
* government entity

In the “Description of contribution” column, indicate:

* the project activities supported
* what is being contributed to the project (for example service, work or expertise, products, or materials):
* how the amount contributed was calculated. For example:
  + the service fee (or the service fee waived in the case of an in-kind contribution)
  + the salary, or salary equivalent (hourly wage multiplied by the number of hours dedicated to the project)
  + the value of the products or materials

In the "Contribution category" column, indicate whether the contribution is for:

* operating costs
* professional fees and services
* wages, salaries and benefits
* staff training and professional development
* participant costs
* materials, equipment, and supplies
* printing and communication costs
* travel costs

| **Name of contributor** | **Type of contributor** | **Description of contribution** | **Contribution category** | **Is the contribution cash or  in-kind?** | **Value of contribution ($)** | **Is the contribution confirmed? (yes/no)** | **Is the contributor a project partner? (yes/no)** | **Accessibility Standards Canada comments (do not complete)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |  |  |  |
| **Total value of contributions from other sources, fiscal year 1** | | | | |  |  |  |  |

#### c. Total contributions from your organization and other sources

|  |  |
| --- | --- |
| Total contributions | Total amount of contributions |
| Combined total of cash and in-kind contributions  (total of part 2, sections 1 and 2): |  |

## Total funding requested and project costs

### Total amount of funding requested from Accessibility Standards Canada

This is the total amount you are requesting from Accessibility Standards Canada for each fiscal year of the project. Enter the totals of all the amounts in sections 1 through 8 for each fiscal year.

Fiscal year 1: Click here to insert your answer.

Fiscal year 2: Click here to insert your answer.

Fiscal year 3: Click here to insert your answer.

Total: Click here to insert your answer.

### Total cost of project

This is the total costs of the project. It includes the funding you are requesting from Accessibility Standards Canada, as well as the contributions from your organization and other sources. For each fiscal year of the project, enter the totals of all the amounts you entered in sections 1 through 8, plus the totals of section 2 “Other sources of funding” (Sections 1 and 2)

Fiscal year 1: Click here to insert your answer.

Fiscal year 2: Click here to insert your answer.

Fiscal year 3: Click here to insert your answer.

Total: Click here to insert your answer.