



Public Conservation Assistance Fund (PCAF) Project Budget Instructions

Project Budget

Budget is for the current year only.

****PART B MUST NOT BE GREATER THAN PART A****

<i>A. Matching Funds Calculation (Please see Application Guidelines for additional details)</i>	<i>Subtotals</i>	<i>Total Dollars</i>
How many volunteers are involved in this project? ____	<div style="border: 1px solid black; padding: 2px;">Try to involve as many members of your community as possible.</div> <div style="border: 1px solid black; padding: 2px;">How many total volunteer hours are estimated?</div>	
Volunteer labour – Give estimated # volunteer hours x \$15.00. This must amount to at <u>least half</u> of your matching funds. () hours x \$15.00=		
<i>Volunteer labour total =</i>		\$
Allowable donations - Please give details of funds, donated services, materials and space as needed. 1. _____ 2. _____ 3. _____	<div style="border: 1px solid black; padding: 5px;"> <p>Allowable donations include the value of donated labour, materials, or equipment (e.g., if a specialist donates a day's worth of services, you may claim that day's wage as a financial contribution.) You may NOT claim wages for people claimed as volunteers above, or project personnel paid from associated HCTF projects (or other grant funding). Cash donations, such as community fundraising are allowable; however, money received from other formal granting organizations cannot be counted. See the PCAF Application Guidelines for more details.</p> </div>	
<i>Allowable donation total =</i>		\$
<i>Part A: Matching Funds total =</i>		\$
<i>B. Public Conservation Assistance Fund Request</i>		
Allowable expenditures - Please give complete budget describing what you are asking PCAF to fund. Please be as needed. 1. _____ 2. _____ 3. _____	<div style="border: 1px solid black; padding: 5px;"> <p>Allowable expenditures include materials and equipment, transportation, fuel, fees for a contracted specialist required for your project, reasonable costs of meals, rental or use of equipment or facilities (generally short-term). Communication products must be part of the PCAF project or conservation issue addressed by the project. Designs costs for newsletters and websites are not allowable. Wages, mileage charges, and maintenance are not eligible PCAF expenses. Please check the Application Guidelines for more information.</p> </div>	
<i>Part B: PCAF request total =</i>		\$