



HABITAT
CONSERVATION TRUST
FOUNDATION

Budget Table Instructions – 2025–26 Fish & Wildlife Proposal

Updated August 2024

Important - Please confirm the final row with the “Total Amount Requested from HCTF” reflects the correct amount of funding requested from HCTF for this grant year.

A. Labour Costs

- Total person days v. HCTF person days: If an employee or contractor’s costs were partially funded through HCTF, enter the total time the individual(s) contributed to the overall project (e.g., 40 days) as well as the HCTF person days (e.g., 30 days). Only the part funded by HCTF (30 days) will be used to calculate the total HCTF amount (HCTF person days x rate/day = total HCTF amount). Another example is that a project has 2 Fisheries Technicians who will each work 10 days on the project. HCTF is being asked to pay for 50% of their time (5 days x 2 people) because the remaining time will be covered by another funder (or as an in-kind contribution).
- Non-government proponents: list any staff (including auxiliaries) that are working on this Project, their role (e.g., Project Biologist), and the time and day/rate.
- Government proponents: wages and salaries for regular government employees are not eligible for HCTF funding. If seeking funding for auxiliary staff, identify their role (e.g., Field crew) and day rate.
- Subcontractors/Consultants: Identify the aspect of the project they will be working on and the cost.
- Other: If students or equipment operators are hired and their costs are estimated other than by a day rate (Example: for ecosystem restoration, contract crews to complete thinning where the costs are per hectare, etc.).
- If an expense is only partially funded by HCTF, enter the total cost (covered by another funding source) and the amount requested from HCTF.

B. Site/Project Costs

- Include any site maintenance costs.
- HCTF pays mileage at a rate of \$0.65/km.
- If an HCTF sign is to be placed at the project site, include the cost of the sign in the budget.
- Capital Expenditures must be listed using the table provided.
- If there are ‘other’ site/project costs that are not listed as a category in the table, ensure you provide details.

C. Overhead/Administration

- Overhead costs include office space, office supplies, etc.
- Administration fees cannot be charged on equipment/capital purchases.
- Some items are more appropriately listed as a Site/Project Cost than Overhead. For example, a mobile phone for field crews is a Project expense.

- It is assumed that contractor/consultant overhead costs are included in their day rate. If their costs are billed separately, you can include it here.
- Administration fees are not permitted on proposals submitted by Provincial Government applicants.
- HCTF allows administration fees up to a maximum of 15% of the total amount requested. You must show how you calculated your Admin fee.
- *Note: Funding for overhead and administration costs is subject to available funds, and at its discretion, HCTF may reduce funding requests for overhead costs and administration fees.*

D. HCTF Budget Request Summary

- This summary will automatically calculate from above fields. Please do not override the figures in this section.

E. Other Funding Partners

- In-kind contributions are goods or services that are provided by other organizations/agencies that are needed to conduct the project. The contributed goods or services are valued in monetary terms (\$) and are part of the partner's contribution to the budget (i.e., goods or services are donated, but for which you would otherwise have to pay).
- In-kind contributions can be Goods (e.g., Construction materials or equipment) or Services (e.g., Use of facilities, staff time, equipment operator).
- If there are both Goods and Services contributed by a partner, please enter each on separate lines. If a partner is contributing both in-kind (either a good or service) and cash to your project, you may enter those on the same line.
- List all the partner organizations/agencies that are contributing in-kind and/or cash amounts.
- For "In-Kind Type", select from the drop-down menu the type of contribution (goods or services).
- In the "Cash Confirmed" column, enter either Yes or No to indicate whether the amount is confirmed. It is not necessary to indicate whether an in-kind contribution is confirmed.
- The Total is the sum of In-kind and Cash Requested.
- Reminder: For the In-Kind Contributions text box in the Budget section of the online application form, explain how you calculated the monetary value of these contributions (e.g., 20 hours of expertise x \$100/hour = \$2,000 value).

Please note that the multi-year budget table has been moved to the online application form.