



## 2026–27 Budget Table Instructions

### Fish & Wildlife Grant Proposal

**Important - Please confirm the final row with the “Total HCTF Amount Requested” 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 will be partially funded through HCTF, enter the total time the individual(s) will contribute to the overall project (e.g., 40 days) as well as the HCTF person days (e.g., 30 days). Only the part to be funded by HCTF (30 days) will be used to calculate the total HCTF amount (HCTF person days x rate/day = total HCTF amount).
  - Example: 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).
- If you are only provided with an hourly rate for wages or a subcontractor, you will need to calculate a day rate to enter in the ‘Day Rate’ column on the budget spreadsheet. Within the description field, include details of the hourly rate and calculation to show how you arrived at your day rate.
- Non-government proponents: List any staff (including auxiliaries) who 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 and day rate and note that they are auxiliary. Regular government employee hours can be recorded in the ‘Labour Costs’ table with ‘0’ for “# of HCTF person days,” or can be captured under the “in-kind” goods or services.
- Subcontractors/Consultants: Identify the aspect of the project they will be working on and the cost.

#### **B. Site/Project Costs**

- Include any site maintenance, travel, rental, and supplies costs.
- HCTF pays mileage at a rate of \$0.70/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. You must provide a description, serial number, location stored, and contact.
- 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 there are 'other' site/project costs that are not listed as a category in the table, provide details including the cost breakdown, rates, structure, etc.
- If an expense will only be partially funded by HCTF, provide details within the description field of the total cost (covered by another funding source) and then input the amount requested from HCTF.

### C. Overhead/Administration

- Overhead costs include office space, office supplies, etc.
- HCTF allows administration fees up to a maximum of 15% of the total amount requested. You must show how you calculated your Admin fee.
- 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 them here.
- Administration fees are not permitted on proposals submitted by Provincial Government applicants.
- *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 the 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 that 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).

### **Seed Budget Request**

- Seed proposals have a separate budget table found under the [Seed Grants tab](#) on the HCTF website.
- The seed proposal budget table is a simplified version and does not require a breakdown of fees and project costs, but rather a list of activities and the associated budget (\$).

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