



Accessible Technology Program (ATP) Budget Workbook Instructions

Complete the **Budget Breakdown and Contributing Partners** sections in tabs 1 and 2. Budget information provided should include all costs directly related to your organization's proposed Accessible Technology Program (ATP) project. This includes the program's eligible costs and all other costs that will directly contribute to the success of the proposed project. Refer to the *Applicant Guide Section 10* for additional details on eligible and ineligible costs.

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Budget Breakdown

1. Organization Name

- Provide your organization's operating name. This organization is the lead applicant of the ATP Project.

2. Organization Legal Name

- Provide your organization's legal name (if different than your organization name). This is the registered name with the Canada Revenue Agency.

3. Project Title

- Provide the title of the proposed ATP project.

4. Project Dates

Planned Start Date:

- Provide your project's planned start date. This is the anticipated date which the project will begin incurring costs associated with the requested funding.
- Start date must start on or after **April 1, 2023**.

Planned Completion Date:

- Provide your project's planned completion date. This is the anticipated date which the project will be completed and will stop incurring costs associated with the requested funding.
- Completion date must end on or before **March 31, 2024**.

5. Total Project Cost Breakdown

- Provide a breakdown of all estimated costs for your Accessible Technology project.
- The **fiscal year** of the Government of Canada runs from April 1st to March 31st.

Cost Categories Definitions

Labour and Salaries:

Salary costs for positions directly related to the project delivery.

i.e.: • engineer • research officer • project officer • MERC's and benefits

Excludes: Salary costs for administrative or executive functions should be included under the **Administration cost category**.
(i.e. Executive Director, Office Manager, Finance Manager, etc.)

Subcontractors and Consultants:

Enter costs incurred related to subcontractors and consultants. Contracts/agreements with third parties must be submitted to the project officer.

i.e.: • translation • software developer • strategy consultant

Note: subcontractor costs that pertain to travel, equipment costs and instructor training and professional development must be separated and listed under the appropriate cost categories.

Material Costs:

Costs associated with the delivery of training, computer parts, software and applications, marketing and promotional materials.

i.e.: • training material • manuals • posters
• website design • equipment for repairs

Capital and Equipment Costs:

Costs associated with the purchase, rental and/or repair of technological equipment/materials required for the performance of the project.



- i.e.:
- computers
 - tablets
 - rental equipment
 - hardware updates
 - equipment for repairs
 - phones

Travel Costs:

Costs associated with travel expenses in which are deemed necessary to the performance of the project.

- i.e.:
- airfare
 - hotel
 - car rental
 - meals
 - train/bus

Administration:

Administration expenses may not exceed ten percent (10%) of ISED’s contribution and should not be treated as a fixed ratio. Estimated costs must be detailed. Administration expenses include only those costs that are incremental and incurred as a result of the project.

a) Administration personnel for the project :

Salary costs for administrative or executive functions should be included under the Administration cost category.

- i.e.:
- executive director
 - accounting
 - finance manager

b) Administration Costs:

Expenses incurred as part of the normal operations of the organization as a whole.

- i.e.:
- office rental
 - IT maintenance
 - office supplies
 - bank fees
 - utilities

Other Costs:

All other expenses directly related to the Accessible Technology project that do not fall under the aforementioned categories resulting from the direct delivery of Project activities.

Column Header Definitions (Tab 1)

Quantity: The amount or number of components/items. (i.e.: 2)

Component Description: Provide a brief description of the component/item (i.e., job title, type of equipment, etc.)

ISED Funded Costs: Indicate the amount that is requested to be funded through the ATP for the component. Only requests for costs considered eligible under the program will be reimbursed.

Other Sources : Indicate the amount of funding for the project component excluding the requested ATP funding. Other sources of funding may include contributions towards project costs that are not eligible under the program.

Other Sources (In-Kind Contribution): Indicate the total non-monetary resources and cash-equivalent goods or services provided by private partners and all levels of government (federal, provincial/territorial and municipal) in support of the project that would otherwise be eligible and if not contributed in-kind would be purchased and paid by the applicant.

Total: Corresponds to the sum of the ISED contribution, other sources and in-kind contribution.

Total Project Costs: Corresponds to the sum of the total amount of requested program funding and all other sources of funding to the project.

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Contributing Partners

6. Project Costs

Please complete the **Contributing Partners** tab for all partners that are providing a cash or in-kind contribution to your ATP project. If available, provide proof of all contributing partners funding commitments (i.e. a letter from an authorized officer, or other signed agreement) as an attachment to question 20 Strategic Collaboration in the Application form. For other federal sources of funding, please indicate the Department and program name.

a) Total Funding Requested under ATP:

- **Indicate** the total amount of requested program funding.

b) Total Funding from organization

- **Indicate** the total funding amount provided by your own organization for the project.

c) Total Funding from Other Federal Government Sources:

- **Indicate** the total funding amount provided by all other federal government sources for the project.

d) Total Funding from the Provincial and/or Territorial Governments:

- **Indicate** the total funding amount provided by provincial and/or territorial governments for the project.

e) Total Funding from Municipal Government:

- **Indicate** the total funding amount provided by municipalities for the project.

f) Total Funding from Other Sources (private sector):

- **Indicate** the total funding amount provided by private sector partners for the project.
- Other sources of funding may include contributions towards project costs that are ineligible under the ATP.

g) Total In-Kind Contributions from public sector (\$ value):



- **Indicate** the total non-monetary resources and cash-equivalent goods or services provided by all levels of government (federal, provincial/territorial and municipal) in support of the project that would otherwise be eligible and if not contributed in-kind would be purchased and paid by the applicant.

h) Total In-Kind Contributions from private sector (\$ value):

- **Indicate** the total non-monetary resources and cash-equivalent goods or services provided by private partners in support of the project that would otherwise be eligible and if not contributed in-kind would be purchased and paid by the applicant.

i) Total Project Cost:

- Corresponds to the total Project cost = the sum of the total requested program funding + total government (federal, provincial/territorial, and municipal) funding + all other sources of funding including the total value of all in-kind contributions to the project.

Project Cost Breakdown Header Definitions

Name of Contributor: List all sources individually. Include the name of the department and program.

Contribution Type: Cash, subsidy, forgivable loan, investment tax credit, grant and/or contribution and other (please specify beside source name).

Status of funding: Secured or pending.

Tab Summary

Summary

**For office use only*