



RHEAL Program Budget

Maximum Funding:

Funding requests must be justified and provide details. Applicants may request a reasonable amount, based on the program, up to \$8,000 per program per year.

Recurring programs with demonstrated success are more likely to receive longer-term funding. Apply for less funding over a shorter time if your program is new.

Successful applicants may NOT receive 100% of the amount requested.

Eligible Expenses:

Leader wages to plan, deliver and administer a program. Calculate the amount requested based on the number of program sessions and the leader's qualifications.

To budget for the leader's time, calculate wages as follows.

1. Find the total program DELIVERY hours.

$$\# \text{ ___ minutes/session} \times \# \text{ ___ sessions/week} \times \# \text{ ___ weeks} = \text{ ___} / 60$$

2. Estimate the total program PREP hours at the same or less than delivery hours.
3. Determine a reasonable hourly rate for the leader's experience and qualifications. Use these ranges as a guideline:
 - \$20-\$25/h for individuals with minimal experience or without formal training and certification.
 - \$25-30\$/h for individuals with up to two years experience or with formal training and certification;
 - \$30-35/h for individuals with significant experience and with formal training and certification.

Program materials and supplies may be funded. When materials and supplies are 25% or more of the Total Amount Requested, RPAY may require a quote or more detail.

Healthy snacks may be eligible for funding. The amount requested should be reasonable and based on the number and ages of participants as well as the type of snacks that can be purchased in the community.

Facility rental may be funded when the applicant is not the facility owner. Attach a facility rental quote to the budget.



Other:

Costs to train and/or certify leaders may be partially funded under the [Recreation Training Fund](#).

Funding will not be provided for:

- Activities that are the responsibility of a Sport Governing Body.
- Activities that enhance PE classes in schools.
- Staffing costs for ongoing roles or responsibilities.

Prepare the Budget:

1. Explain the budget in the Budget Notes table.
2. Estimate the cost in the Budget Expenses table.
3. Estimate how the costs will be covered in the Budget Revenue table.
4. Check that the Total Revenue covers the Total Expenses.

For help with your budget, contact RPAY.

Phone: 867-668-3010

Fax: 867-668-2455

E-mail: rpay@rpay.ca



Applicant (name of individual or organization): _____

Program Name: _____ Amount Requested: \$ _____

Start Date: _____ End Date: _____

Budget Notes

Describe the expense item(s) and the amounts requested. Copy each Amount Requested to the next page.

Expense Item	Notes	Amount
Leader: Delivery time		\$
Leader: Prep time		\$
Supplies and Materials		\$
Healthy Snacks		\$
Facility Rental		\$



Budget Expenses

EXPENSES	Amount Requested	Amount from another source	Total Cost
Leader: Delivery time			
Leader: Prep time			
Supplies and Materials			
Healthy Snacks			
Facility Rental (quote)			
Other:			
Other:			
Total Expenses	\$	\$	\$

Budget Revenue

REVENUE	Source	Amount	<p>CHECK Does the Total Revenue cover the Total Expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, re-calculate the budget items.</p>
RHEAL Funding	<i>RHEAL Program</i>		
Other Funding			
Registration Fees			
In-Kind Contributions			
Total Revenue		\$	