

**SPG BUDGET SUMMARY (Sample/Template):**

Project Name: \_\_\_\_\_

Host Group or individual: \_\_\_\_\_

<b>Section 1: Expenses</b>		
Description of Expenses	Eligible Amount	Non-Eligible
<b>Art Supplies</b> • Detail / description / quantity if applicable	\$TOTAL • \$ X	\$TOTAL • \$ X
<b>Equipment Rentals:</b> • Detail / description / quantity if applicable	\$TOTAL • \$ X	\$TOTAL • \$ X
<b>Room/Studio Rental</b> • Detail / description / quantity if applicable	\$TOTAL • \$ X	\$TOTAL • \$ X
<b>Travel</b> • Detail / description / quantity if applicable	\$TOTAL • \$ X	\$TOTAL • \$ X
<b>Personnel</b> • Detail (Honorariums) / description / quantity if applicable	\$TOTAL • \$ X	\$TOTAL • \$ X
<b>Printing expenses</b> (general expense both events) • Detail / description / quantity if applicable	\$TOTAL • \$ X	\$TOTAL • \$ X
<b>Permits</b> • Detail / description / quantity if applicable	\$TOTAL • \$ X	\$TOTAL • \$ X
<b>Food:</b> • Detail / description / quantity if applicable	\$TOTAL • \$ X	\$TOTAL • \$ X
<b>Beverages</b> • Detail / description / quantity if applicable	\$TOTAL • \$ X	\$TOTAL • \$ X
<b>Decorations</b> (general expense both events) • Detail / description / quantity if applicable	\$TOTAL • \$ X	\$TOTAL • \$ X
<b>TOTAL EXPENSES</b>	<b>\$ TOTAL</b>	<b>\$ TOTAL</b>

**NOTE:** Expenses not covered by your FASA *SPG, Project or Club Funding* can be covered by other grant opportunities at Concordia university (Dean, Departments or Other) but also through fundraising and **contribution events.**

<b>Section 2: Revenues/Contributions</b>			
	Requested	Confirmed (Y/N/A)	Date Response Expected
Eligible expenses:	\$TOTAL		
<b>Section 2 B: Other Revenues / Contributions</b>			
Non-eligible expenses:	\$TOTAL		
<ul style="list-style-type: none"> <li>Detail (where the money will come from - i.e. grants and bursaries)</li> </ul>	<ul style="list-style-type: none"> <li>\$ X</li> </ul>		
Other anticipated revenues/contributions:	\$TOTAL		
<ul style="list-style-type: none"> <li>Detail (Fundraising and contribution events)</li> </ul>	<ul style="list-style-type: none"> <li>\$ X</li> </ul>		
<b>Section 3: Budget Summary</b>			
<b>TOTAL COST OF PROJECT</b>	<b>\$ TOTAL</b>		
Total for eligible expenses	\$ TOTAL		
Total for non-eligible expenses	\$ TOTAL		
Total external revenues/contributions	\$ TOTAL		
<b>Total REQUESTED FROM FASA</b>	<b>\$ TOTAL</b>		

**SPG BUDGET SUMMARY (Sample/Template): Example of correct formulation**

Project Name: \_\_\_\_\_ Guest Speaker \_\_\_\_\_ Host Group: \_\_\_\_\_ MY NAME HERE \_\_\_\_\_

<b>Section 1: Expenses</b>		
Description of Expenses	Eligible Amount	Non-Eligible
<b>Art Supplies</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Equipment Rentals:</b> <ul style="list-style-type: none"> <li>• Projector from the VAV</li> <li>• Tables and chairs from the VAV</li> <li>• Glasses (wine and regular) from sustainability Concordia</li> </ul>	<b>\$ 0.00</b> <ul style="list-style-type: none"> <li>• Services in Kind</li> <li>• Services in Kind</li> <li>• Services in Kind</li> </ul>	<b>\$ 0.00</b>
<b>Room/Studio Rental</b> <ul style="list-style-type: none"> <li>• Rental of the VAV gallery as host location</li> <li>• Hotel for 3 days based on Concordia approved locations</li> </ul>	<b>\$ 450.00</b> <ul style="list-style-type: none"> <li>• Services in Kind</li> <li>• \$ 450.00</li> </ul>	<b>\$ 0.00</b>
<b>Travel</b> <ul style="list-style-type: none"> <li>• 1 roundtrip plane ticket MTL-NYC, based on commercial high season for jet economy travel on Canada Airlines.</li> <li>• Taxi fare, for transporting our guest from the airport to downtown and to-from the university and his hotel.</li> </ul>	<b>\$ 150.00</b> <ul style="list-style-type: none"> <li>• \$ 150.00</li> </ul>	<b>\$ 1,100.00</b> <ul style="list-style-type: none"> <li>• \$ 1,100.00</li> </ul>
<b>Personnel</b> <ul style="list-style-type: none"> <li>• Honorarium for guest speaker</li> </ul>	<b>\$ 150.00</b> <ul style="list-style-type: none"> <li>• \$ 150.00</li> </ul>	<b>\$ 0.00</b>
<b>Printing expenses</b> <ul style="list-style-type: none"> <li>• 15 Posters 11 X 17</li> </ul>	<b>\$ 20.00</b> <ul style="list-style-type: none"> <li>• \$ 20.00</li> </ul>	<b>\$ 0.00</b>
<b>Permits</b> <ul style="list-style-type: none"> <li>• 1 Alcohol permit (permis de reunion), for wine and cheese event.</li> </ul>	<b>\$ 42.00</b> <ul style="list-style-type: none"> <li>• \$ 42.00</li> </ul>	<b>\$ 0.00</b>
<b>Food</b> <ul style="list-style-type: none"> <li>• 3 Cheese platter from Costco</li> <li>• 3 Veggie platter from Costco</li> <li>• 2 boxes of Peanut Free Cookies from Costco</li> </ul>	<b>\$60.00</b> <ul style="list-style-type: none"> <li>• \$ 25.00</li> <li>• \$ 25.00</li> <li>• \$ 10.00</li> </ul>	<b>\$ 0.00</b>
<b>Beverages</b> <ul style="list-style-type: none"> <li>• 13 bottles of wine from SAQ: aprox. 10\$/bottle</li> </ul>	<b>\$155.00</b> <ul style="list-style-type: none"> <li>• \$ 140.00</li> </ul>	<b>\$ 0.00</b>
<b>Decorations</b> (general expense both events)	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,012.00</b>	<b>\$ 1,100.00</b>

**NOTE:** Expenses not covered by your FASA *SPG, Project or Club Funding* can be covered by other grant opportunities at Concordia university (Dean, Departments or Other) but also through fundraising and **contribution events**.

<b>Section 2 A: Revenues/Contributions</b>	Requested	Confirmed (Y/N/A)	Date Response Expected
Eligible expenses:	\$ 1,012.00	N	
<b>Section 2 B: Other Revenues / Contributions</b>			
Non-eligible expenses:	\$ 1,100.00		
<ul style="list-style-type: none"> <li>Travel Grant from XYZ Department</li> </ul>	<ul style="list-style-type: none"> <li>\$ 1,100.00</li> </ul>	Y	<i>Received 02/11/13</i>
Other anticipated revenues/contributions:	\$ -		
<ul style="list-style-type: none"> <li>Donations at wine and cheese event</li> </ul>	<ul style="list-style-type: none"> <li>\$ -</li> </ul>	N	<i>Expected 05/03/14</i>
<b>Section 3: Budget Summary</b>			
<b>TOTAL COST OF PROJECT</b>	<b>\$ 2,112.00</b>		
Total for eligible expenses	\$ 1,012.00		
Total for non-eligible expenses	\$ 1,100.00		
Total external revenues/contributions	\$ -		
<b>Total REQUESTED FROM FASA</b>	<b>\$ 1,012.00</b>		