

**BUDGET FOR CHORAL PROJECT FUNDING APPLICATION**

Budget p.1

REVENUE	APPLICATION		FINAL REPORT	
	BUDGET	& GST	ACTUAL	& GST
*Registrations	___ @ \$ ___	\$	\$	
	___ @ \$ ___	\$	\$	
Concert tickets	___ @ \$ ___	\$	\$	
	___ @ \$ ___	\$	\$	
Sale of music		\$	\$	
*Souvenirs	___ @ \$ ___	\$	\$	
	___ @ \$ ___	\$	\$	
*Advertizing		\$	\$	
*Food		\$	\$	
Fundraising				
***Private donations		\$	\$	
***Corporate donations		\$	\$	
***Corporate sponsorship		\$	\$	
BCCF GRANT REQUESTED		\$	\$	
Other income (please itemize)		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
TOTAL INCOME		\$	\$	

**PLEASE NOTE**

- This budget must predict a break-even situation when the proposed BCCF grant is included.  
Please use all applicable lines. You may add others specific to your project.  
Please bear in mind that this grant is for choral music. Don't add lunch as a cost item unless it's offset by a payment made by registrants.
- Be realistic when setting your registration fee. Consider what people are getting for their money.  
Don't charge either too little or too much. If you have a few people for whom finance is an issue, consider offering a bursary, or having them work for their registration.
- If you are running a category A event, and your choir is not required to charge GST, the GST column does not apply.  
If you are applying for a Category B grant, or your choir is required to charge GST you must add the appropriate figure in the GST column  
Please quote BCCF GST #R113813083 on Category B registration forms  
Please be as accurate as you can when predicting/reporting GST in addition to basic costs
- \*\*\*marks items for which receipts for tax purposes may be issued.  
Under Category A, receipts can be issued by the organizing choir only if they are registered with the Canada Revenue Agency (formerly Revenue Canada) to do so.  
Under Category B, the BCCF can issue receipts  
The amount on the receipt should reflect the donation given, less any benefits received by donors in connection with the event (concert tickets, T-shirts, etc)

Keep a copy of this form for your FINAL REPORT

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*Budget p.2*

EXPENSES	APPLICATION		FINAL REPORT	
	BUDGET	& GST	ACTUAL	& GST
Professional fees	clinician A	\$	\$	\$
	clinician B	\$	\$	\$
travel	clinician A	\$	\$	\$
	clinician B	\$	\$	\$
accommodation	clinician A	\$	\$	\$
	clinician B	\$	\$	\$
Food/refreshments	\$	\$	\$	\$
Facility rentals	\$	\$	\$	\$
Equipment/staging	\$	\$	\$	\$
Office supplies	\$	\$	\$	\$
Phone/fax	\$	\$	\$	\$
Printing	\$	\$	\$	\$
Music	\$	\$	\$	\$
Souvenirs	___ @ \$ ___	\$	\$	\$
	___ @ \$ ___	\$	\$	\$
Other (please itemize)		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
SUBTOTALS	\$	\$	\$	\$
ADD CONTINGENCY (min 5%)	\$	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$	\$

TOTAL REVENUE (from p.1)	\$	\$	\$	\$
TOTAL EXPENSES (this page)	\$	\$	\$	\$
Surplus / (Deficit)	\$	\$	\$	\$

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