****A colorful logo with leaves

Description automatically generated

This document was developed by [Indigenous Youth Roots](https://indigenousyouthroots.ca/) and modified for the use of Cuso International. We would like to extend our sincere appreciation to their team for allowing us to use their material.

NOTHERN INDIGENOUS PROGRAM

MICRO GRANT FUNDS

BUDGET

**Project Name:**

|  |
| --- |
| **Notes:**  - Expenses can be included in one row or split over multiple rows if that makes more sense for your reporting. Example: you can list all project supplies in one line or split it over multiple lines if the expenses are related to different deliverables.  - Administration requires no description, unless an administration expense is a component of your grant agreement. |

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| **TEMPLATE** | | |
| **Category** | **Description** | **Amount** |
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| **Total** |  | **$0.00** |

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| --- | --- | --- |
| **EXAMPLE BUDGET** | | |
| **Category** | **Description** | **Amount** |
| Salaries | 1 PT coordinator ($25 per hour x 2 hours per week x 20 weeks): $1,000 | $1,000.00 |
| Salaries | 1 PT coordinator ($30 per hour x 1 hours per week x 20 weeks): $600 | $600.00 |
| Project Supplies | Medicines ($500), boxes for care packages ($300), hygiene products ($1,000) | $1,800.00 |
| Food | Snacks for care packages | $1,100.00 |
| Administration | *no description necessary* | $500.00 |
| **Total** |  | **$5,000.00** |

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| --- | --- |
| **DESCRIPTION** | |
| **Category** | **Category Examples** |
| Salaries | Salaries and benefits for staff |
| Honoraria (Youth) | Honoraria or stipends paid to youth (ages 0-29) |
| Honoraria (All others) | Honoraria or stipends paid to individuals who do not fit in the above categories, such as speakers, artists, volunteers, elders, knowledge keepers, etc. |
| Contracts | Contracted work to external vendors (individuals and companies), such as counselors, accountants, design firms, tour guides, etc. |
| Technology | Computers, cellphones, cameras, etc. |
| Project Supplies | Medicines, swag, facilitation materials, camping needs, art materials, educational resources etc. |
| Project Activities | Venue rentals, entrance fees to a museum, kayaking trip, etc. |
| Food | Meals, snacks, beverages, per diems, etc. |
| Travel | Flights, car rentals, bus tokens, etc. |
| Accommodations | Overnight accommodations like hotels, airbnb, or gifts for hosts (if staying at someone's home) |
| Communications | Printing, design software, ad spending for social media, audio/visual rentals, etc. |
| Administration | Postage, banking fees, audit fees, insurance, rent, utilities, office supplies, staff professional development, etc. |