

the Sustainability Projects Fund  
of McGill University



# Guide to Budgeting



# Table of Contents

- 2** BUDGETING OVERVIEW
- 6** PROJECT REVENUES
- 7** PROJECT EXPENSES PART 1:  
SALARIES & WAGES
- 10** PROJECT EXPENSES PART 2:  
OTHER EXPENSES
- 12** SAMPLE BUDGET
- 13** BUDGET CHECKLIST
- 14** RESOURCES



## How do I know what to include in my budget?

A blank budget form can be intimidating. How do you know what to put in there? Before filling out the form, follow these three steps:

### 1 Plan the Project

If you have reached the budget form, you probably have filled out the rest of the SPF application. If you haven't yet, it is best to fill the other sections first so you have clear goals and a plan for all of your project activities.

### 2 Brainstorm What You Will Need

Take a few moments to look at the project activities and brainstorm all of purchases you will need to make. It is easiest to brainstorm on a separate sheet of paper before filling out the form. For example, these purchases could include printing costs, materials and supplies, equipment, salaries, etc.

### 3 Familiarize Yourself with the SPF Terms & Conditions

The [SPF Terms and Conditions](#) document contains information on expenses that the fund will not cover, as well as the nature of the funding it provides. Consider these in particular:

- **Seed Funding Implications:** The SPF will only provide funds to spark a sustainable project, not to maintain or provide continuous operating support.
- **Project Expenses Implications:** All project expenses should contribute to institutionalizing the project.
- **Expense Management:** The SPF does not provide a lump sum grant, but instead reimburses expenses or facilitates payment, when possible.

## How do I know how much something costs?

Once you have a list of all of your purchases, you will need to estimate how much each purchase will cost. How do you do that? Here are some ideas:

### **Research Online**

This is a simple and fast way to estimate how much an item will cost. Include shipping costs, if applicable.

### **Ask for a Quote**

If a price isn't easily available or if what you buy is expensive, you may be able to ask for quote(s), which is an estimated cost based on your specific needs.

### **Use Resources in this Guide**

Later in this guide, you will find the [SPF hourly wages](#) and [other resources](#).

### **Ask Others**

Ask around for advice! You may know of a project or person who has purchased something similar before. Project lead e-mails are available on the SPF website. You might even discover that you don't have to buy the material—you could borrow it!

### **Ask the SPF Administrator**

Really stumped? Just ask the SPF Administrator for assistance.



**Quick Tip:** If you find a range of prices and are unsure of what to put, estimate conservatively by choosing a price in the middle of the price range, not at the very bottom.

## How do I group budget items?

Now that you have brainstormed all of the purchases you need to make, you may see several items appearing more than once or items that are similar in nature. Grouping these items together can make your budget less cluttered!



### Group by Item

The budget form has a spot to indicate if you will purchase multiples of an item. Feel free to group common items together! This will help when you fill out the form. Here's an example of grouping by item:

(A) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**
Spin Bikes	10	\$1,000.00	\$10,000.00	1



### Group by Category

Sometimes you may want to group items by category to further organize your budget. **This is not required.** However, if you would like to do so, we recommend using the following McGill account codes (abbreviations are listed on the budget form):

- Materials & Supplies
- Equipment
- Printing & Stationery
- Receptions/Events
- Travel/Transportation
- Professional Fees
- Contract Services
- Miscellaneous

How would this look in the form? Check out the example below:

(A) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**
Receptions/Events				
Food for volunteers	8	\$100.00	\$800.00	1
Expert Day catering	70	\$10.00	\$700.00	1



## Next, complete Expenses Part 1: Salaries & Wages

Many projects do not have paid positions, but several do. If you have listed job positions in your application, then you should estimate their salary here. Please note, professional fees should go in Expenses Part 2– not here.

A Position Title	B ~# of Hours per Week	C ~# of Weeks	D Hourly Wage* (\$) (B x C x D)	E Subtotal (\$) (B x C x D)	F 20% Benefits	G Total Cost (\$) (E x F)	H Funding Source(s)**
Project Coordinator	33.75	15	\$17.50	\$8,859.38	1.2	\$10,631.25	3
Project Coordinator	15	5	\$17.50	\$1,312.50	1.2	\$1,575.00	3
Project Asst. – Garden Steward	3	48	\$12.36	\$1,779.84	1.2	\$2,135.81	2,3
<b>Expenses Subtotal 1 - add all (G)</b>						<b>\$14,342.06</b>	

### A Position Title

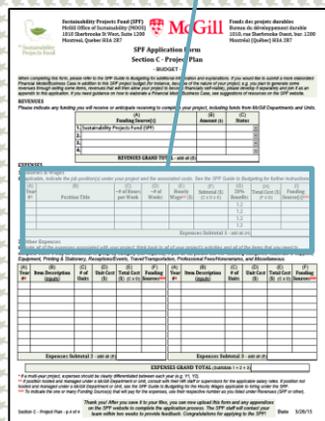
Please list the position title for the paid staff you need to work on your project. Please choose from the following titles depending on your role and level of responsibility in the management of the project:

- SPF Project Manager/Officer/Coordinator (if a “M” Management position)
- SPF Project Assistant (if an AMUSE C-Casual position)

You may add a descriptor if necessary, for example: “SPF Project Asst. – Marketing.” **Note:** The SPF does not fund research positions (see the [SPF Terms and Conditions](#)). If you require a research position for your project, please consider alternative funding sources for the position.

### B ~ # of Hours Per Week

This is an estimate of how many hours the person would work per week based on the activities and tasks the person will need to perform. Sometimes, a person will have different hours every week– in that case just provide an average. **Note:** Full-time positions at McGill are usually 33.75 hours a week.



## Expenses Part 1: Salaries & Wages, continued:

A	B	C	D	E	F	G	H
Position Title	~# of Hours per Week	~# of Weeks	Hourly Wage* (\$)	Subtotal (\$) (B x C x D)	20% Benefits	Total Cost (\$) (E x F)	Funding Source(s)**

### C ~ # of Weeks

Once you know the number of hours per week, then you can estimate the number of weeks. Sometimes you need a person for a few hours one week, but not the next. That's OK, just put the total number of weeks they will work, even if they are not consecutive.

### D Hourly Wage

Choose the hourly wage from the SPF wages listed:

- AMUSE Class C minimum wage (\$13.75 in Jan. 2016):** Undergraduate students or positions that require little (<2 years) or no professional work experience.
- \$17.50/hour:** Graduate student work, staff with a undergraduate/graduate degree, or positions that require 2-5 years professional work experience.
- \$23.50/hour:** Managerial work or positions that require more significant professional work experience (6+ years).

Choose one of the above wages based on the candidate's experience and the skills necessary to complete the project's tasks. The SPF will not approve other wages except under exceptional circumstances. If this is the case, attach an appendix to your application justifying the requested wage in relation to the nature of tasks to be completed. Otherwise, seek alternative funding for all or part of the wages. The SPF also encourages use of the [Work Study program](#) whenever possible.

**McGill** Étude des projets étudiants  
 3801 University Street, Suite 1200  
 Montreal, Quebec H3T 3J9  
 (514) 393-6100 ext. 3333

**SPFF Application Form**  
 Section C - Project Plan

**PERSONNEL**

Position Title	Hours per Week	Rate	Total Cost

**EXPENSES**

Item	Unit	Amount

## Expenses Part 1: Salaries & Wages, continued:

A	B	C	D	E	F	G	H
Position Title	~# of Hours per Week	~# of Weeks	Hourly Wage* (\$)	Subtotal (\$) (B x C x D)	20% Benefits	Total Cost (\$) (E x F)	Funding Source(s)**

### E Subtotal

Multiply columns B, C and D to get the subtotal!

### F 20% Benefits

Every salary paid out has benefits, and these could include government benefits, holiday pay, and/or vacation pay. For most people employed by the SPF, this will range from 18.6% to 23% depending on the type of position and union regulations. For simplicity's sake, we have put 20% for all positions, which will make it easier for you to calculate! Multiplying by 1.2 means that you're taking 100% of the subtotal and an additional 20% for benefits.

### G Total Cost

Multiply columns E and F to get the total!

### H Funding Source(s)

Revisit the Revenues section of the budget where you listed the funding sources. Pick the number of the funding source and put it in the column. For instance, if the SPF will pay for this salary, put 1. If it is split, you can put "1, 2" etc.

**Sustainability Projects Fund (SPF)** McGill **Form de projet durable**

1010 Donatville St West, Suite 1200 Montreal, Quebec H3A 2B4

**SPF Application Form**

**Section C - Projets**

**EXPENSES**

Position Title	~# of Hours per Week	~# of Weeks	Hourly Wage* (\$)	Subtotal (\$)	20% Benefits	Total Cost (\$)	Funding Source(s)**

**EXPENSES SUBTOTAL 1 - \$0.00**

**EXPENSES SUBTOTAL 2 - \$0.00**

**EXPENSES GRAND TOTAL (colonnes 7 + 8) = \$0.00**

## Almost there! Now, on to Expenses Part 2: Other Expenses

Now that you have input all of the salaries (if applicable), it is time to move on to all of your other expenses. In this section feel free to group similar items together to keep things organized. Let's check out the categories for this section:

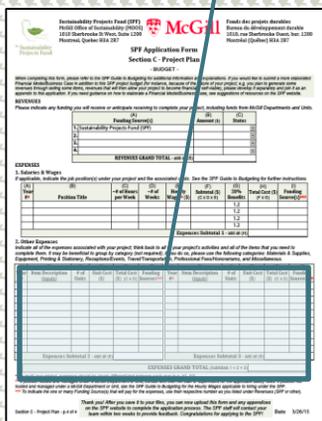
A	B	C	D	E	(A)	(B)	(C)	(D)	(E)
Item Description (inputs)	# of Units	Unit Cost (\$)	Total Cost (\$) (B x C)	Funding Sources**	Item Description (inputs)	# of Units	Unit Cost (\$)	Total Cost (\$) (B x C)	Funding Sources**
Bike Gardens					Receptions/Events				
Design pro-fees	5	\$2,000.00	\$10,000.00	1	Food for volunteers	8	\$100.00	\$800.00	1
Carpenter	5	\$5,000.00	\$25,000.00	1	Expert Day catering	70	\$10.00	\$700.00	1
Spin Bikes	10	\$1,000.00	\$10,000.00	1	Printing/Misc.				
Plants for sites	5	\$500.00	\$2,500.00	1	Video/photos	1	\$4,000.00	\$4,000.00	3
Odometers	10	\$50.00	\$500.00	1	Printing/Graphics	1	\$250.00	\$250.00	3
Fans	10	\$100.00	\$1,000.00	1	Other Promo	1	\$750.00	\$750.00	3
Art/Space signage	5	\$500.00	\$2,500.00	1	Repair Fund	1	\$650.00	\$650.00	3
Cleaning Supplies	5	\$250.00	\$1,250.00	1					
Bike Maintenance	1	\$500.00	\$500.00	1					
<b>Expenses Subtotal 2 - add all (D)</b>			<b>\$53,250.00</b>		<b>Expenses Subtotal 3 - add all (D)</b>			<b>\$7,150.00</b>	
<b>EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3)</b>								<b>\$74,742.00</b>	

### A Item Description

Here, put a description of the item you are purchasing. Putting as much detail as possible is helpful. **Note:** The SPF does not fund stipends. If there is a person or organization providing one-time professional services for a project, such as a Graphic Designer, please use the One-time Professional Fees category. An invoice will need to be submitted for payment.

### B # of Units

For each unit/item, list how many you will purchase. This may be 1 if you are buying a package, or a higher number if you are buying several individual items. If you are buying a package indicate the number in Column A if there is space (ie: (package of 20)).





# SAMPLE BUDGET

## - BUDGET -

When completing this form, please refer to the [SPF Guide to Budgeting](#) for additional information and explanations. If you would like to submit a more elaborated Financial Model/Business Case in addition to this SPF project budget (for instance, because of the nature of your project; e.g. you plan to generate some revenues through selling some items, revenues that will then allow your project to become financially self-viable), please develop it separately and join it as an appendix to this application. If you need guidance on how to elaborate a Financial Model/Business Case, see [suggested resources on the SPF website](#).

### REVENUES

Please indicate any funding you will receive or anticipate receiving to complete your project, including funds from McGill Departments and Units. Reminder: For McGill department/unit's financial contributions, make sure to include a letter from its Financial/Budget Officer confirming contribution in appendix. Note that this contribution will also need to be confirmed at the end of the project.

	(A) Funding Source(s)	(B) Amount (\$)	(C) Status
1.	Sustainability Projects Fund (SPF)	\$54,750.00	Unconfirmed
2.	Work Study	\$720.00	Unconfirmed
3.	Mary Brown Innovation Fund	\$19,272.00	Unconfirmed
4.			
<b>REVENUES GRAND TOTAL - add all (B)</b>		<b>\$74,742.00</b>	

### EXPENSES

#### 1. Salaries & Wages (only if applicable)

If applicable, indicate the job position(s) under your project and the associated costs. See the [SPF Guide to Budgeting](#) for further instructions.

(A) Position Title	(B) ~# of Hours per Week	(C) ~# of Weeks	(D) Hourly Wage* (\$)	(E) Subtotal (\$) (B x C x D)	(F) 20% Benefits	(G) Total Cost (\$) (E x F)	(H) Funding Source(s)**
Project Coordinator	33.75	15	\$17.50	\$8,859.38	1.2	\$10,631.25	3
Project Coordinator	15	5	\$17.50	\$1,312.50	1.2	\$1,575.00	3
Project Asst. – Garden Steward	3	48	\$12.36	\$1,779.84	1.2	\$2,135.81	2,3
					1.2		
<b>Expenses Subtotal 1 - add all (G)</b>						<b>\$14,342.06</b>	

Do you already have a specific person in mind for filling the above position(s)?  Y  N

Do you already have a personal and/or professional affiliation with the above position(s)?  Y  N

If you answered 'Y' to one or both of the above questions, please disclose:

I plan to hire a student in my program as the Project Coordinator. That student is part of the project team (Johnny Desmer - J.D.). His CV is attached. The Project Assistant has not yet been identified.

#### 2. Other Expenses

Indicate all of the expenses associated with your project; think back to all of your project's activities and all of the items that you need to complete them. It may be beneficial to group by category (not required); if you do so, please use the following categories: Materials-Supplies, Equipment, Printing, Events, Transportation, One-time Profess. Fees, and Miscellaneous.

(A) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**
Bike Gardens				
Design pro-fees	5	\$2,000.00	\$10,000.00	1
Carpenter	5	\$5,000.00	\$25,000.00	1
Spin Bikes	10	\$1,000.00	\$10,000.00	1
Plants for sites	5	\$500.00	\$2,500.00	1
Odometers	10	\$50.00	\$500.00	1
Fans	10	\$100.00	\$1,000.00	1
Art/Space signage	5	\$500.00	\$2,500.00	1
Cleaning Supplies	5	\$250.00	\$1,250.00	1
Bike Maintenance	1	\$500.00	\$500.00	1
<b>Expenses Subtotal 2 - add all (D)</b>			<b>\$53,250.00</b>	

(A) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**
Receptions/Events				
Food for volunteers	8	\$100.00	\$800.00	1
Expert Day catering	70	\$10.00	\$700.00	1
Printing/Misc.				
Video/photos	1	\$4,000.00	\$4,000.00	3
Printing/Graphics	1	\$250.00	\$250.00	3
Other Promo	1	\$750.00	\$750.00	3
Repair Fund	1	\$650.00	\$650.00	3
<b>Expenses Subtotal 3 - add all (D)</b>			<b>\$7,150.00</b>	

**EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3) \$74,742.00**

\* See the [SPF Guide to Budgeting](#) for the conditions and Hourly Wages applicable to hiring under the SPF.

\*\* To indicate the one or many Funding Source(s) that will pay for the expenses, use their respective number as you listed under Revenues (SPF or other).

Thank you! After you save it to your files, you can now upload this form and any appendices on the SPF website to complete the application process. The SPF staff will contact your team within two weeks to provide feedback. Congratulations for applying to the SPF!

## Here's a checklist to keep you on the right track during the budgeting process:

- I have familiarized myself with all of the relevant SPF [documents](#).
- I have completed the other parts of my application and have detailed my project's objectives, activities, and timeline.
- I have brainstormed all of the different expenses I will need to make. This includes thinking of the different people who will need to work on my project, as well as any goods and services I need to rent or purchase.
- I have considered sustainability when choosing these.
- I have [estimated a realistic cost](#) for each of these items.
- I have [grouped items](#), as needed.
- I have filled out the Revenues portion of the form to indicate all of the funding sources for the project, including those that are not the SPF.
- I have attached an appendix detailing any earned revenue that will be reinvested in the project.
- If applicable, I have completed the 'Expenses Part 1: Salaries and Wages' portion of the form. I have used the [SPF hourly wages](#). If applicable, I have considered the [Work Study program](#).
- I have filled out 'Expenses Part 2: Other Expenses' with all remaining items needed for my project.
- I have filled out subtotals 1, 2, and 3 for each section as well as the Expenses Grand Total box.

## Need more information?

We recommend that you visit our website to find all of the information needed to complete the SPF application process.

You can find information regarding the application process and necessary forms here:

<http://www.mcgill.ca/sustainability/spf/apply-spf>

Still unable to find what you need? Then please reach out to the SPF Steward and/or SPF Administrator with your question!

## Contact us:

Kim McGrath  
SPF Steward  
[kim.mcgrath@mcgill.ca](mailto:kim.mcgrath@mcgill.ca)

Krista Houser  
SPF Administrator  
[krista.houser@mcgill.ca](mailto:krista.houser@mcgill.ca)