

Sample Budget 1 – Tier 1 UNDP HDI rank (Canada, Hong Kong, United Kingdom)

Convert your budget to U.S. Dollars

	Period One (September 1 – October 3, 2021)	Period Two (October 4 – October 31, 2021)	Total
Staff Costs¹			
Salaries and benefits	\$2,500	\$500	\$3,000
Total Staff Costs	\$2,500	\$500	\$3,000
Other Direct Costs			
Conference registration ²	\$4,000		\$4,000
PPE ³	\$0		\$0
Meals ⁴	\$4,500		\$4,500
Reporting and dissemination ⁵		\$1,000	\$1,000
Total Other Direct Costs	\$8,500	\$1,000	\$9,500
Indirect Costs⁶			
Overhead costs	\$750	\$750	\$1,500
Total Indirect Costs	\$750	\$750	\$1,500
TOTAL	\$11,750	\$2,250	\$14,000

¹ Staff will not be hired to implement this project. A team of three university staff will oversee all aspects of conference organizing from start to finish.

² The grant will support 30 participants in total. Twenty students (\$100 X 20), five community partners (\$200 X 5), and five university instructors/staff (\$200 X 5) will register for the conference. Tier 1 UNDP HDI rank.

³ Personal protective equipment such as masks and gloves will be provided by the university.

⁴ The grant will cover the cost of three meals for each participant, each day of the conference as well as drinks and refreshments throughout the day.

⁵ Production and dissemination of a six-page digital report with photographs and short interviews with conference participants. Costs include final report editing, layout and design, and report dissemination.

⁶ Overhead charged by university to cover cost of data services and other IT support, financial transactions and building maintenance, and utilities.