

SCHEDULE B - Project Expense Report

Instructions:

Please submit a separate Schedule B with each project application.
 Please indicate how the Vitality Grant fund will be used in your project under the Proposed Revenue column. In your final report, Actual Totals can be written in the last column coloured in grey.

8.1 REVENUE		
	Proposed Revenue	Final Report Total
Vitality Grant Request Amount:	\$	\$
Total Revenue	\$	\$
8.2 EXPENSES - please indicate how the Vitality Grant will be spent		
	Proposed Vitality Grant Expenses	Final Report Total
8.2.a. Personnel		
Travel and Subsistence - Volunteers:	\$	\$
Training - Volunteers:	\$	\$
Volunteer Appreciation:	\$	\$
Other (please specify):	\$	\$
Total Personnel:	\$	\$
8.2.b. Operations		
Space Rental Fees:	\$	\$
Insurance:	\$	\$
Facilitator/Presenter/Entertainer:	\$	\$
Food Services:	\$	\$
Equipment Rental:	\$	\$
Other (please specify):	\$	\$
Total Operations:	\$	\$
8.2.c. Administrative Expenses:		
Advertising and Promotions:	\$	\$
Postage:	\$	\$
Materials & Supplies:	\$	\$
Other (please specify):	\$	\$
Total Administrative:	\$	\$
8.2.d Other Expense		
Other (please specify):	\$	\$
Other (please specify):	\$	\$
Total Other:	\$	\$
Total Expenses:	\$	\$

We, the undersigned, confirm to the best of our knowledge and ability, that the above financial information is correct and valid as it pertains to the relevant application.

Name: _____

Name: _____