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| Event Name & Date: |
| Organization Name: |

| Revenue <i>(Please include in-kind donations. Items listed are only examples, please itemize and add rows as needed)</i> | Estimated Amount (\$) | Actual Amount (\$) |
|---|------------------------------|---------------------------|
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| | | |
| Total Revenue | \$0 | \$0 |
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| Expense <i>(Please include anticipated expenses. Items listed are only examples, please itemize and add rows as needed)</i> | Estimated Amount (\$) | Actual Amount (\$) |
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| | | |
| Total Expenses | \$0 | \$0 |

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|--|
| Total Revenue - Total Expenses \$ |
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Examples of Types of Revenue: grants (please list each one separately), sponsorship, in-kind donations, fees (admission, registration, etc), merchandise sales, food and beverage sales, etc

Examples of Types of Eligible Expenses: volunteer supplies (food, branded event clothing, etc), event infrastructure (tents, stage, portable toilets, etc), artist and performer fees, marketing and communications, civic service costs (parkland fees, road closure costs, permits, etc), etc

***Ineligible Expenses Include:** capital expenses such as construction, renovations, repairs or purchase of major equipment such as computers, video recorders or power tools. Volunteer gifts. Alcohol or cannabis purchases. Allowances or personal expenses for registrants or participants. Base organizational costs such as salaries or expenses for existing staff, office/administration fees, utilities, rent and/or rental of organization facility (e.g. office)