

Missional Imagination Grant Application

Project Budget Plan

Completion Guidance

1. Equipment

This includes all equipment needed to be purchased for the missional project or event and therefore potential reusable for ongoing missional events.

2. Equipment Rentals

These are all equipment items that are essential to the running of the event or project, e.g. tent booths, sound equipment, art equipment etc. Please include any professional quotes you have been given as evidence. Delivery costs can be included.

3. Printing & Publishing

These include the costs of post cards/posters and other publicity. It also includes the costs of advertising the event/s on online applications and resources or in local newspapers and journals if appropriate. Delivery costs can be included.

4. Catering & Refreshment Costs

These are the costs of the essential elements of the missional event around hospitality and catering. Please include any professional quotes you have been given as evidence. Delivery costs can be included.

5. Missional Material Costs

These are the materials you require that are not equipment that might include bibles, approved literature, training materials, art equipment, etc that are essential to the event or project. Delivery costs can be included.

6. Speakers & Event Facilitators

Remembering that the grant does not cover staffing costs, it does include the possibility to the costs for fees for speakers or event facilitation costs that are essential to the project or event/s. These will need to be clearly identified in the application and why they are essential to the event.

7. Licenses & Hosting Costs

Costs of all licenses required by municipal byelaws and other hosting costs not covered so far such as room or space rentals.

8. Contingency Planning

A small element for contingency against estimated costs can be built into budgets.

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Budget	2027		Running Cost
Equipment	Purpose	Cost \$	\$
Equipment Rentals	Purpose	Cost	
Printing & Publicity Costs	Purpose	Cost	
Catering & Refreshment Costs	Purpose	Cost	
Missional Materials Costs			
Speakers/Event Facilitation Costs			
Licenses & Hosting Costs			

Contingency Fund			
Total Project Budget Cost			