Business Name:	**Brenda's Training & Consulting**
Date:	
Requested Grant Amount:	**$ 10,000.00**
Minimum Project Amount:	**$ 20,000.00**

Regina Economic Recovery Grant phase 2 Planned Project Expenses

This Planned Project Expenses form is for the Regina Economic Recovery Grant. Applicants must submit this form outlining their anticipated spending on eligible expenses for the total cost of the project which must include both the grant and their matching portion. For example, if applying for a $10,000 grant, please describe and list the estimated costs for the $20,000 project. Only costs incurred after May 19, 2020 are eligible.

This template is for estimated project spending only, and may differ from the actual spending that may result after the grant is awarded. You may be required, upon request, to provide more than one quote for specific expenses. A detailed Cost Summary of the actual expenses, including receipts, must be submitted within 90 days after receiving grant funding.

Project Description:

I plan to purchase laptops and develop a web page to do online learning. I need to train my staff to develop and deliver online material during this time of social distance learning.

Description of Planned Expense	Estimated Cost	GST (5%)	PST (6%)	Total
5 laptops	15,000.00	750.00	900.00	16,650.00
web development	5,000.00	250.00	300.00	5,550.00
staff training	2,000.00	100.00	120.00	2,220.00
marketing	2,000.00	100.00	120.00	2,220.00
miscellaneous/contingency	1,000.00	50.00	60.00	1,110.00
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		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Total Project Cost	**$ 25,000.00**	**$ 1,250.00**	**$ 1,500.00**	**$ 27,750.00**

Note - estimated project cost total should match or exceed the Minimum Project Amount of $ 20,000.00

This completed form must be submitted to RERG@regina.ca before being considered for the grant.

Sample