**Clusters may request up to $200,000 per year.**

**Instructions:**

Use this budget form to align specific activities with cluster goals and proposed outcomes. Add additional rows as needed. Be sure to reference specific budget line item numbers in the justification text below. Review committees will carefully consider each budget item and may recommend funding only some budget items. *See program terms for eligible costs.*

The amount requested from the Eminence Program each year must be the same (i.e. a flat budget) but expenses each year should reflect the activities proposed in your application. Applicants are encouraged to consider timing of student and other HQP hires, which typically happen in the Spring or Fall, and forecast the salary costs appropriately.

The VPRI will be offering training workshops on Equity, Diversity and Inclusion, as well as Indigenous Cultural Competency Training. The cost of each of these workshops is $600 per Cluster. Please consider including these costs in your budget if your Cluster could benefit from such training. Training will take place in the winter/spring.

**Cluster Lead:**

**Cluster Title:**

**Year 1 – Nov 1, 2019 to Oct 31, 2020** (rows can be added as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Expense Category** | **Description** | **$ Requested** |
| 1 | Select Expense Category |  |  |
| 2 | Select Expense Category |  |  |
| 3 | Select Expense Category |  |  |
| 4 | Select Expense Category |  |  |
| 5 | Select Expense Category |  |  |
| 6 | Select Expense Category |  |  |
| 7 | Select Expense Category |  |  |
| 8 | Select Expense Category |  |  |
| 9 | Select Expense Category |  |  |
| 10 | Select Expense Category |  |  |
|  |  | **Total $ requested:** |  |

**Y1 Budget Justification (1 page maximum):**

**Year 2 – Nov 1, 2020 to Oct 31, 2021** (rows can be added as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Expense Category** | **Description** | **$ Requested** |
| 1 | Select Expense Category |  |  |
| 2 | Select Expense Category |  |  |
| 3 | Select Expense Category |  |  |
| 4 | Select Expense Category |  |  |
| 5 | Select Expense Category |  |  |
| 6 | Select Expense Category |  |  |
| 7 | Select Expense Category |  |  |
| 8 | Select Expense Category |  |  |
| 9 | Select Expense Category |  |  |
| 10 | Select Expense Category |  |  |
|  |  | **Total $ requested:** |  |

**Y2 Budget Justification (1 page maximum):**

**Year 3 – Nov 1, 2021 to Oct 31, 2022** (rows can be added as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Expense Category** | **Description** | **$ Requested** |
| 1 | Select Expense Category |  |  |
| 2 | Select Expense Category |  |  |
| 3 | Select Expense Category |  |  |
| 4 | Select Expense Category |  |  |
| 5 | Select Expense Category |  |  |
| 6 | Select Expense Category |  |  |
| 7 | Select Expense Category |  |  |
| 8 | Select Expense Category |  |  |
| 9 | Select Expense Category |  |  |
| 10 | Select Expense Category |  |  |
|  |  | **Total $ requested:** |  |

**Y3 Budget Justification (1 page maximum):**