

Please ensure that each cost item is explained, including how the amount was calculated. If course development costs include amounts charged by public post-secondary institutions for instructor time, you may consider reviewing the public post-secondary institution's collective agreement to ensure instructor costs are reasonable. Please see the 2024-2025 PSPP Guidelines for a list of eligible and ineligible expenditures.

Planned Expenditure <i>(add rows below as necessary)</i>	Amount Required	Contribution from other sources, including In-kind	Request of PSPP	Explanation of cost	Explanation of how the amount was calculated
Salaries, benefits, and professional fees. Note that permanent staff salaries are not eligible.	\$52,500	\$0	\$52,500	Program Coordinator for logistical program planning and liaising with our partner institution. Curriculum Developer/Instructor	\$25 per hour x 35 hours a week x 28 weeks = \$24,500 \$50 per hour x 20 hours a week x 28 weeks = \$28,000
Travel and Accommodation	\$509	\$0	\$509	Mileage to X University and back for 5 course development meetings	180km return trip from X Community to X University @ \$0.565 per km = \$101.70 per meeting
Elders/Knowledge Keepers	\$2,500	\$0	\$2,500	Elder participation in community workshops	\$250 a day for 10 days
Costs for hosting workshops or meetings	\$3,500	\$0	\$3,500	Hosting in-community workshops	Food and refreshments for an average of 10 participants x 10 meetings @ \$20 per participant = \$200 x 10 meetings = \$2,000, plus meeting room rental @ \$150 per day for 10 days = \$1,500
Subtotal	\$59,009	\$0	\$59,009		
Administration (cannot exceed 15% of subtotal)	\$8,851	\$0	\$8,851		
Total (100,000 maximum request)	\$67,860	\$0	\$67,860		