

# Application Budget Template Instructions

1. The GTO Budget Template is **mandatory**.  
Note: *An applicant will not receive a grant in excess of 25 percent of its operating expenditure, based on their most recent financial statements unless direction to do so is provided by Leduc City Council.* [Municipal Grants Policy](#)
2. Please include the name of your organization.
3. The GTO Budget must be explained in the application's Budget Narrative Justification. There, you'll explain how you get to the numbers listed on the budget template, along with the reasoning behind any items on the budget that are not self-explanatory. If costs are lumped together on the budget template, please explain in the Budget Narrative Justification.
4. The GTO Budget should be for the period that you are requesting funding (the same period as listed in the application).
5. In the revenue section of the template, please only list foundation, corporation, and federation revenues of \$1,000 or greater. Include all other revenue in "other"
6. In the expense section of the template, please list any rental agreements or leases that are currently held with the City of Leduc. If costs are lumped together on the budget template, please explain in the Budget Narrative Justification.
7. Grant applicants must complete breakdown of funding allocation by percentage ("Grant Funding allocation by %") if the grant is for operational needs. Breakdown percentage must equal 100% and must reflect your total grant request.
8. If a line item on the budget is not applicable, then you may leave it blank.
9. Please contact [grants@leduc.ca](mailto:grants@leduc.ca) if you require any additional assistance.
10. Supporting Financial Documentation is also required (see page 2-3 for examples)
  - ✓ 2024 January – December Balance Sheet
  - ✓ 2024 January- December Income Statement
  - ✓ 2025 January- December Balance Sheet
  - ✓ 2025 January- December Income Statement

# Non-Profit Organization Example

## Statement of Operations

For the Year Ended December 31, 2025

<b>REVENUE</b>	<b>2024</b>	<b>2025</b>
Workshops & Registration Fees	\$ 3,025	\$ 3,525
Competition Meet	5,450	7,000
Fundraising 50/50 Raffle, Bottle Drive & Events	5,150	5,300
Donations/Sponsorships	10,000	10,000
Casino	15,555	15,300
Bingo	15,987	15,675
Grants Proceeds	15,000	14,000
Interest Revenue	1,500	1,500
Board Room Rental	750	800
Total Revenue	<u>\$ 72,417</u>	<u>\$ 73,100</u>
<b>EXPENSES</b>		
Wages & Benefits	\$ 13,381	\$ 13,185
Telephone & Utilities	18,060	18,266
Competition	3,199	2,029
Federation Dues	6,104	3,302
Mortgage Interest	14,119	20,060
Building Maintenance & Janitorial	5,313	7,678
Office & Supplies	925	755
Bank Charges	481	353
Insurance	3,932	3,883
Advertising & Marketing	719	594
Staff Courses & Training	690	324
Fundraising	862	1,146
Bad Debt	1,333	845
Total Expenses	<u>\$ 69,118</u>	<u>\$ 72,420</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u><b>\$ 3,299</b></u>	<u><b>\$ 680</b></u>

**Non-Profit Organization Example**  
**Statement of Financial Position**  
As of December 31, 2025

<b><u>ASSETS</u></b>	<b>2024</b>	<b>2025</b>
Current		
Cash	\$ 31,494	\$ 34,898
Accounts Receivable	4,770	2,473
Total Current Assets	36,264	37,371
Long Term		
Building	452,701	405,718
Equipment & Furniture	129,085	122,603
Total Long-Term Assets	581,786	528,321
Total Assets	\$ 618,050	\$ 565,692
<b><u>LIABILITIES</u></b>		
Current		
Deferred Revenue	\$ 21,353	\$ 13,403
Mortgage	14,525	14,525
Accounts Payable	2,163	4,081
Total Current Liabilities	38,041	32,009
Long Term		
Mortgage - ATB	130,773	116,248
Total Long-Term Liabilities	130,773	116,248
Total Liabilities	\$ 168,814	\$ 148,257
<b><u>EQUITY</u></b>		
Equity in Capital Assets	436,490	369,380
Accumulated Surplus	12,746	48,055
Total Equity	\$ 449,236	\$ 417,435
Total Liabilities and Equity	\$ 618,050	\$ 565,692