

Add fees for hired staff below. These people do not have to be Saskatchewan residents. These totals should automatically populate in your budget.

Name of <b>Hired Person</b> : John Doe	
Role of Hired Person: Sales Assistant	
Number of Events (showcases, sale days, etc):	3
Rate Per Event:	\$ 250.00
<b>Total Payment:</b>	<b>\$ 750.00</b>

Name of <b>Hired Person</b> :	
Role of Hired Person:	
Number of Events (showcases, sale days, etc):	
Rate Per Event:	\$ -
<b>Total Payment:</b>	<b>\$ -</b>

Total Hired Personnel Fees: \$ 750.00

Add travel expenses for Saskatchewan residents. These totals should automatically populate in your budget.

Traveller # 1 Name: Jane Doe	Position: Applicant / Artist
Traveller # 2 Name: John Doe	Position: Sales Assistant

								Per Diem Calculations		
Date	Activity of Day	Location Country (must match the Exchange Rates tab)	Location City	Kilometers travelled (if claiming mileage)	Airfare minus GST/HST	Cost of Other Travel (Train, Rental Vehicle + Fuel, Ferries, etc. minus GST/HST)	Accommodations	Exchange Rate (if applicable)	Per Diem Rate (select one)	Daily Per Diem Rate in CAD
9/3/2025	Travel	Canada	Saskatoon	100.00	\$ 1,041.92	\$ 25.00	\$ 174.52	1.0000	\$ 130.80	\$ 130.80
9/4/2025	Sale	Canada	Halifax		\$ -	\$ 50.00	\$ 174.52	1.0000	\$ 130.80	\$ 130.80
9/5/2025	Sale	Canada	Halifax		\$ -	\$ 50.00	\$ 174.52	1.0000	\$ 130.80	\$ 130.80
9/6/2025	Sale	Canada	Halifax		\$ -	\$ 50.00	\$ 174.52	1.0000	\$ 130.80	\$ 130.80
9/7/2025	Sale	Canada	Halifax		\$ -	\$ 50.00	\$ 174.52	1.0000	\$ 130.80	\$ 130.80
9/8/2025	Sale	Canada	Halifax		\$ -	\$ 50.00	\$ 174.52	1.0000	\$ 130.80	\$ 130.80
9/9/2025	Day Off (Do not claim travel)	Canada	Halifax		\$ -	\$ -	\$ -	1.0000	\$ -	\$ -
9/10/2025	Day Off (Do not claim travel)	Canada	Halifax		\$ -	\$ -	\$ -	1.0000	\$ -	\$ -
9/11/2025	Sale	Canada	Halifax	100.00	\$ 1,041.92	\$ 225.00	\$ -	1.0000	\$ 130.80	\$ 130.80
* Add more rows if needed		Total kilometres travelled with personal		200.00	\$ 2,083.84	\$ 500.00	\$ 1,047.12			\$ 915.60
Mileage rate:				\$ 0.5707	Number of SK travellers:					2
Total mileage to be claimed				\$ 114.14	Total per diems to be claimed:					\$ 1,831.20

Expense Type	Expense	Expense Calculation	Budgeted Amount	In-House Spend	SK Spend
<b>A. Travel &amp; Event Registration</b>					
Travel expenses should autopopulate from the travel itinerary tab.					
Conference or Tradeshow Registration Fees			\$ 940.00	\$ -	\$ -
Hired Personnel Fees			\$ 750.00	\$ -	\$ 750.00
Mileage for personal vehicles			\$ 114.14	\$ -	\$ -
Airfare			\$ 2,083.84	\$ -	\$ -
Other: Parking, Ferries, Etc.			\$ 500.00	\$ -	\$ -
Accommodations			\$ 1,047.12	\$ -	\$ -
Per Diems			\$ 1,831.20	\$ -	\$ -
Rental Vehicles			\$ -	\$ -	\$ -
Rental Vehicle Fuel			\$ -	\$ -	\$ -
Shipping			\$ 240.00	\$ -	\$ -
Bonds, Carnets, Immigration			\$ -	\$ -	\$ -
<b>Total A:</b>			<b>\$ 7,506.30</b>	<b>\$ -</b>	<b>\$ 750.00</b>
<b>B. Marketing Expenses</b>					
Marketing expenses are capped at 10% of the project budget:			\$ 750.63		
Marketing activity:	Photography	250 + PST	\$ 265.00	\$ -	\$ 265.00
Marketing activity:	Graphic Design	100 + PST	\$ 106.00	\$ -	\$ 106.00
Marketing activity:	Printing	250 + PST	\$ 265.00	\$ -	\$ 265.00
Marketing activity:	Facebook Ads	5 days x 20/day	\$ 100.00	\$ -	\$ -
<b>Total B:</b>			<b>\$ 736.00</b>	<b>\$ -</b>	<b>\$ 636.00</b>
<b>Grand Total:</b>			<b>\$ 8,242.30</b>	<b>\$ -</b>	<b>\$1,272.00</b>
<b>50% of Grand Total:</b>			<b>\$ 4,121.15</b>		
<b>Amount Requested from Creative Saskatchewan:</b>			<b>\$ 4,121.15</b>		

How is the project being funded? List all funding you plan to use for this project (including your application to Creative Saskatchewan) below.				
<b>Project Financing</b>				
Type of Funding Source	Name of Funding Source	Confirmed or Pending	Amount	Percentage
Grant	Creative Saskatchewan	Pending	\$ 4,121.15	50.00%
Applicant Contribution	Jane Doe	Confirmed	\$ 4,121.15	50.00%
<b>Total Financing</b>			<b>\$ 8,242.30</b>	<b>100.00%</b>
<b>Total Financing must equal Grand Total</b>				

How will this project generate revenue? List all revenue opportunities below.			
<b>Revenue Projection</b>			
Revenue Opportunity	Applicant Projection LOW	Applicant Projection HIGH	
Sales	\$ 2,000.00	\$ 10,000.00	
<b>TOTALS</b>	<b>\$ 2,000.00</b>	<b>\$ 10,000.00</b>	
Investment Summary	Applicant Projection LOW	Applicant Projection HIGH	
<b>Grand Total Projected Net Revenue</b>	<b>\$ 2,000.00</b>	<b>\$ 10,000.00</b>	
<b>Total Expenses</b>	<b>\$ 8,242.30</b>	<b>\$ 8,242.30</b>	
<b>Difference</b>	<b>-\$ 6,242.30</b>	<b>\$ 1,757.70</b>	