



INDIGITIZATION 2019 GRANT APPLICATION

Step 2 of 2: Project Budget

Indigenous Organization Name	Example Nation
Digitization Project Title	Digitizing the Past to Build the Future

Complete EITHER the worksheets below OR the Excel version of the budget sheets



INDIGITIZATION 2019 GRANT APPLICATION

WORKSHEET 1: PROJECT LABOUR COSTS

Information for Filling in Labour Budget Worksheet

- Manager time costs are considered to be participant contribution only.
- Hourly rates should include benefits (12% is considered a typical amount)
- Costs related to new or existing staff performing digitization related tasks (i.e. The Digitization Technician) can be considered participant contribution.
- Not sure how many weeks / hours to budget for? See section [Section D.1.1 of the Toolkit](#) or calculate 3 hours of work for every 1 hour of audio.

Person	Total weeks	Hrs / week	\$ / Hr	Participant Contribution (\$)	Requested from Grant (\$)	Total Cost (\$)
Tech	28	30	\$16.80	\$8,012.00	\$6,100.00	\$14,112.00
Manager	12	10	\$37.63	\$4,032.00	*Not eligible	\$4,032.00
Totals				\$12,044.00	\$6,100.00	\$18,144.00

Additional Questions

1. Show your work. How did you calculate the number of weeks that the Tech would be working?

Based on approximate time needed to digitize about 200 tapes.

2. How did you calculate the number of hours that the Manager will be working per week?
Typically, Project Managers will spend no more than 10% of the time that a Tech will spend.

We have estimated that the Project Manager will spend about 15% of the time the Digitization Technician does on this project, with more time spent at the beginning and end of the project to help with training and wrap-up.



INDIGITIZATION 2019 GRANT APPLICATION

WORKSHEET 2: EQUIPMENT COSTS

Equipment Type	Participant Contribution (\$)	Requested from Grant (\$)	Total Cost (\$)	Notes about how you calculated this entry
Digitization equipment (if using your own, add a pro-rated cost of 10% of the value of your equipment to the “participant contribution” box)	\$1,000.00	\$1,000.00	\$2,000.00	Based on Indigitization equipment recommendations.
Laptop or computer (if using your own, add a pro-rated cost of 10% of the value of your computer to the “participant contribution” box)	\$1,120.28	\$1,120.28	\$2,240.56	Based on Indigitization equipment recommendations.
Digital storage costs (e.g. external hard drives)	\$260.00	\$100.00	\$360.00	
Shipping (if borrowing equipment, see page 5 of <i>Application Guidelines</i> for shipping estimate info)	\$0.00	\$0.00	\$0.00	
Totals	\$2,380.28	\$2,220.28	\$4,600.56	

Note: If you are borrowing Indigitization equipment, please put N/A in the budget rows for Laptop and/or Digitization equipment.

Additional Questions:

1. Tell us any extra info to help us understand your plans for equipment in this project. The text box will allow you to add as much information as needed.
(Example: As our collection is large and we hope to do more digitization projects in the future, we plan to buy equipment. We would like to buy a computer, not a laptop. We do not plan on moving this work around much, as we have a dedicated space for this work, so we do not plan to purchase a gator case and racks for the equipment, either. Because we plan to digitize other formats in the future, we are interested in making sure what we buy now will support that future work. We would be interested in purchasing a good digitization unit for digitizing other formats.)

Although we borrowed equipment from Indigitization during the last cycle, we are keen to continue the digitization process and so feel the time has come to purchase our own equipment.



INDIGITIZATION 2019 GRANT APPLICATION

WORKSHEET 3: TRAVEL COSTS

Please refer to [Application Guidelines](#) for information regarding the Training Workshop. For cost estimates for the Vancouver workshop, see the [Indigitization Training Week Guide](#); if interested in attending a regional workshop send an email to in.digitization@ubc.ca for a more detailed regional Training Workshop Travel Planning Guide.

Digitization Technician Travel

Name	Example Name		
Choose Training Location (Must be the same location for both Tech and Manager)	<input checked="" type="checkbox"/> Vancouver (UBC)		<input type="checkbox"/> Prince George (UNBC)
Expense Type			Total cost per expense type (\$)
1. Airfare	Airfare total: \$550.00	Baggage fee total: \$55.00	\$605.00
2. Mileage (only claim mileage for one person if sharing a vehicle)	Cost/ km: \$0.00	# kms: 0.00 (Use Google maps to calculate)	\$0.00
3. Ferry	Cost for vehicle and passenger(s): \$0.00		\$0.00
4. Taxi to/from airport	TO: \$33.60	FR: \$33.60	\$67.20
	Cost per day or trip	Number of Days	
5. Accommodation (only claim accommodation for one person if sharing a room)	(Include tax and parking): \$145.77	(Include the nights before and after if needed): 5	\$728.85
6. Per Diems (lunch is hosted for 2 days, all other meals on your own)	\$50.00	5.00	\$250.00
7. Parking at UBC or bus fare both ways to training each day	\$5.50	5.00	\$27.50
Total Technician Costs			\$1,678.55
	Participant Contribution	Requested from Grant	Total Cost
Total Cost should equal Total Technician Costs above	\$839.28	\$839.28	\$1,678.55



INDIGITIZATION 2019 GRANT APPLICATION

Project Manager Travel

Name	Example Name		
Choose Training Location (Must be the same location for both Tech and Manager)		<input checked="" type="checkbox"/> Vancouver (UBC)	<input type="checkbox"/> Prince George (UNBC)
Expense Type			Total cost per expense type (\$)
1. Airfare	Airfare total: \$550.00	Baggage fee total: \$55.00	\$605.00
2. Mileage (only claim mileage for one person if sharing a vehicle)	Cost/ km: \$0.00	# kms: 0.00 (Use Google maps to calculate)	\$0.00
3. Ferry	Cost for vehicle and passenger(s): \$0.00		\$0.00
4. Taxi to/from airport	TO: \$33.60	FR: \$33.60	\$67.20
	Cost per day or trip	Number of Days	
5. Accommodation (only claim accommodation for one person if sharing a room)	(Include tax and parking): \$145.77	(Include the nights before and after if needed): 5	\$728.85
6. Per Diems (lunch is hosted for 2 days, all other meals on your own)	\$50.00	5.00	\$250.00
7. Parking at UBC or bus fare both ways to training each day	\$5.50	5.00	\$27.50
Total Manager Costs			\$1,678.55
	Participant Contribution	Requested from Grant	Total Cost
Total Cost should equal Total Manager Costs above	\$839.28	\$839.28	\$1,678.55

Total travel costs for Tech and Manager = \$3,357.10

Note: Please arrange to pay participants as per YOUR band or organization's travel policies and be reimbursed from Indigitization funding. This funding may not be in place before training week.



INDIGITIZATION 2019 GRANT APPLICATION

Additional Travel Narrative Questions:

1. Tell us any extra info to help us understand your plans for travel, including the rationale for your choice of training location and how you reached your travel costs.

Flying is the fastest and most efficient way to go to Vancouver from XXXXX - the closest town to our community. The cheapest flight, through Air Canada, is approximately \$538 return, based on their online estimates. They had a disclaimer that the tax was only an approximation, so the amount was rounded out to \$550.



INDIGITIZATION 2019 GRANT APPLICATION

WORKSHEET 4: ITEMIZED PROJECT BUDGET

Please use the worksheets above to calculate these numbers

Expenses	Participant Contribution (\$)	Requested from Grant (\$)	Total Cost (\$)	Details
Labour Costs (from Worksheet One)				
Digitization Technician	\$8,012.00	\$6,100.00	\$14,112.00	
Project Manager	\$4,032.00	Not eligible	\$4,032.00	
Equipment Costs (from Worksheet Two)				
Buying or borrowing equipment	\$2,380.28	\$2,220.28	\$4,600.56	
Other equipment costs	\$0.00	\$0.00	\$0.00	
Travel Costs (from Worksheet Three)				
Digitization Technician	\$839.28	\$839.28	\$1,678.55	
Manager	\$839.28	\$839.28	\$1,678.55	
Other (Please refer to the application guidelines to see if these are eligible expenses)				
Totals	\$16,102.83	\$9,998.83	\$26,101.66	