

# Typical Itemized Statement (Example of Appendix B)

**Name of Applicant**

**Name of Project**

Maximum possible  
claim

\$15,000

Effective date of Contribution Agreement: 25-Dec-2007

## CURRENT CLAIM

<b>Date</b>	<b>Description</b>	<b>Purpose</b>	<b>Amount</b>
1-Apr-08	Environmental Peoples Council	Professional fees	\$550.00
1-5-May-08	Mike Doe, Biologist (\$60/hour for 20 hours)	Professional fees	\$1,200.00
15-18 April-08	John Doe: Meals Breakfasts: \$15.00 Lunches: \$12.00+ \$14.00 + \$10.00 + \$17.00 Dinners: \$35.00 + \$22.00 + \$19.00 + \$20.00	Travel expenses	\$165.00
15-18 April-08	John Doe: Car travel (800 km @ \$0.40/km)	Travel expenses	\$320.00
15-18 April-08	John Doe: Hotel Comfort Inn (3 nights @ \$100/night)	Travel expenses	\$300.00
21-Apr-08	Jane Doe, Lawyer: (1 hour @ \$60/hour)	Legal fees	\$60.00
22-Apr-08	John Doe: Compile research, write reports, coordinate \$3,000/month for 2.5 months	Staff salaries	\$5,000.00
1-Apr-June14-08	Sarah Doe: Administration \$2,000/month for 2.5 months	Staff salaries	\$3,000.00
1-Apr-June14-08	Confederation Building Room 125 \$700/month for 2.5 months	Rental of office space	\$1,750.00
20-Apr-08	Public Library Board Room (1 day @ 200/day)	Rental of meeting room	\$200.00
1-Apr-June14-08	Photocopies of consultant documents 10 copies for Council member review	Office supplies	\$15.00
1-Apr-June14-08	Photocopies of Oil Refinery Comprehensive Study 10 copies for Council members review	Office Supplies	\$30.00
1-Apr-08	Advertisement for public comment: Ontario Gazette	Media advertisement/promotion	\$30.00
<b>Total</b>			<b>\$12,620.00</b>

<b>CLAIM BREAKDOWN</b>	<b>AMOUNT</b>
Professional Fees	\$1,750.00
Travel Expenses	\$785.00
Rental of Office Space/Meeting Rooms	\$1,950.00
Legal Fees	\$60.00
Staff Salaries	\$8,000.00
Office Supplies	\$45.00
General Media/Advertising	\$30.00
Sub Total:	\$12,620.00
GST	\$631.00
Total:	\$13,251.00

Maximum Allocation	\$15,000.00
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### **Balance of Final Payment: \$1,749**

The staff salaries category includes salaries of individuals employed for the purpose of researching and preparing materials related to the participation of the Recipient (e.g., research staff and secretarial services), provided that:

- the individual is not currently in receipt of a salary from the applicant; or
- if the individual is in receipt of a salary from the applicant, that the requested funds are designated temporarily to cover the costs of replacing the individual, so he/she can work full-time on activities related to the Recipient's participation; or
- if the individual is already in receipt of a salary from the applicant, the requested funds are designated solely to cover time the individual dedicates to the participation in the environmental assessment. The individual cannot be in receipt of a salary or any other direct income for the time for which salary funding from the Agency is claimed.
- The rental of office space is exclusively for the 10 weeks of work on the Project.

I certify that these invoices and receipts reflect the true cost of the expenditures incurred by the Recipient for the participation in the Comprehensive Study process for the Project.

\_\_\_\_\_  
John Doe, Director

\_\_\_\_\_  
Signing on behalf of

\_\_\_\_\_  
Date