

## CCPSA Budget Template National Boccia Championships



**Note:** Where actual figures are not available, please provide an estimate.

Expenses	Budget	Actual <sup>1</sup>
<b>REQUIRED ITEMS<sup>ii</sup></b>		
<b>Administration</b>		
Paper		
Postage		
Salary (portion of staffing for coordination, promotion etc.)		
Telephone		
<b>Teams (incl. athletes, coaches, attendants etc.)</b>		
Meals <sup>iii</sup>		
<b>Officials (includes referees, classifiers, Technical Delegate etc)</b>		
Accommodations		
Meals		
Travel (mileage, airfares, airport shuttle etc.)		
<b>Competition</b>		
Awards (medals, plaques etc.)		
Equipment (boccia balls, clocks, etc.)		
Facility (renting gymnasium, etc.)		
Transportation – Airport to hotel <sup>iv</sup>		
Transportation – Hotel to competition venue <sup>v</sup>		
<b>Other</b>		
Meeting Rooms		
Translation - written materials <sup>vi</sup>		
Translation – on site		
<b>Contingency (miscellaneous)</b>		
<b>OPTIONAL ITEMS<sup>vii</sup></b>		
Banquet		
Decorations		
Gifts		
Honorariums (keynote speakers, etc.)		
Photography (film, development etc.)		
Souvenirs		
T-shirts (for participants)		
<b>Total Expenses</b>		
<b>Revenue</b>		
CCPSA/ACSPC Hosting Grant		
Registration fees (\$__ x __ people = )		
Does registration fee include meals? (Circle one) YES NO		
Does registration fee include transportation to/from airport? YES NO		
Does registration fee include transportation to/from venue? YES NO		
If yes, please include costs under EXPENSES as well.		
Souvenirs		
Sponsorship <sup>viii</sup> (include cash and in-kind donations)		
Other (includes grants from other sources -please describe)		
<b>Total Revenue</b>		
<b>Surplus/Shortfall</b>		

**Additional Notes:**

1. If you would like to include explanatory notes about any of the expense items, please do so either in the budget table or as an attachment.
2. Hosts are not expected to pay for the following:
  - Provincial team travel (both to the host city and to/from the airport)
  - Provincial team accommodation
3. The host is expected to pay expenses up front and submit original receipts to CCPSA's payment office for reimbursement, or have invoices sent directly to the CCPSA payment office. However, if the host provides an estimate of initial expenses, CCPSA can authorize the release of up to \$3 000 of the hosting grant for start-up funds. These funds will have to be accounted for with original receipts following the event.
4. CCPSA will cover the cost of shipping the Boccia hosting kit to and from the host. The host is expected to sign a Loan Agreement for the Boccia hosting kit.

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<sup>i</sup> To be completed at the end of the event and submitted with the final report.

<sup>ii</sup> Some required items (i.e. telephone, salary) could be provided in-kind (i.e. by the provincial CP sports association). In that case, include the estimated cost of each item here, and add the total estimated amount under Revenue (Sponsorship).

<sup>iii</sup> Only include a cost for meals if it is going to be incorporated into the registration fee charged to the athletes. If athletes are being charged up front for the meals, do not include an amount here.

<sup>iv</sup> As above, only include a cost for transportation from the airport – hotel or hotel – venues if it is going to be incorporated into the registration fee.

<sup>v</sup> As above.

<sup>vi</sup> Providing translation (both of written documents and on-site) is the responsibility of the host. However, if registration forms are sent to the national office four months before the registration deadline, CCPSA will translate them and send them out to the offices of our provincial members at no cost to the host.

<sup>vii</sup> Items that are not required, but if the host chooses to provide them, they can be covered by the CCPSA hosting grant

<sup>viii</sup> For in-kind donations, include the company name and a description of the donation. In the right hand column include the estimated dollar value of the item.