

Emerging Leaders' Fellowship (ELF) Timeline and Budget Example

ELF awards fellowships of up to \$10,000 for post-secondary students and young professionals to work in partnership with a local registered charitable organization and implement a project of their own design. Grants are awarded to the organization and distributed based on a contractual agreement reached between the fellow and the partner organization. A wide variety of projects, programs, and exhibits are eligible for an ELF grant; the following is one example of how you might begin to outline your project:

Timeline (26 weeks/6 months)

July, 45 hours:

Asset mapping, literature review, and consultation with community and/or community organizations

August – September, 90 hours:

Resource organization and development, and promotion of project

October - December, 125 hours:

Distribution/programming/exhibits, and report to partner organization and The Winnipeg Foundation

Budget

Honorarium: \$4,500

Travel: \$550

Materials: \$1,600

Utilities: \$210

Promotions: \$1,000

Other: \$500

Total: \$8,360

Cost Breakdown

1. Honorarium (\$4,500): Estimated 10 hours per week for 26 weeks. Rate of pay \$16.15 per hour, based on similar fellowship/post-secondary employment and living wage in Winnipeg, and rounded up to allow for extra hours if required.
2. Travel (\$550): Estimated 1 meeting per week for 26 weeks, average 20km per meeting and budgeted at \$0.55/km (the partner organization's standard rate), plus parking.

3. Materials (\$1,600): Includes the cost of printing, postage, workshop supplies (e.g. chart paper, markers, food costs, etc.), costs associated with reporting, equipment rentals, and user fees for electronic subscriptions or programs (e.g. Survey Monkey, Kahoot, etc).
4. Utilities (\$210): Phone cost calculated at \$35 per month for 6 months.
5. Promotions (\$1,000): Includes the cost of promotional and storytelling materials (e.g. video or photography costs, etc.)
6. Other (\$500): Unidentified costs that may be incurred during the duration of the project (e.g. acquiring materials/rights to materials, honorariums for workshop leaders, etc.)

