

# RENAISSANCE EASTERN EUROPE

## Appendix 1 - Sample Budget Enterprise Specific Training Proposal

Budget Item	TOTAL	Canadian Company	Renaissance Eastern Europe (up to 50% of Total)
<b>A. Travel</b> • Name and destination (# of flights x fare)	\$		
<b>B. Per Diems in Canada</b> • Name (# of days x \$X per day)	\$		
<b>C. Per Diems in Target Country</b> • Name (# of days x \$X per day)	\$		
<b>D. Local Transportation</b> • Rental Car (# of days x rate) • Taxis	\$ \$		
<b>E. Specific Outside Professional Services</b> • Name (# of days x rate per day) (translators, trainers, etc.)	\$		
<b>F. Miscellaneous</b> • Communications • Incorporation Costs • Printed Materials • Visas • Other (provide description)	\$ \$ \$ \$ \$		
<b>G. Internal Company Costs</b> • Salary	\$		<b>NOT ELIGIBLE</b>
<b>TOTAL</b>	\$		

Note 1: The Renaissance Eastern Europe (REE) Program contributes up to 50% of reasonable eligible expenses, up to a maximum contribution of \$100,000.

Note 2: The Renaissance Eastern Europe (REE) Program contributes up to \$150 per day for allowances for hotels and meals in Canada and in the target country.

Note 3: Where outside professional service costs are claimed, the receipt must be certified by the applicant's chartered accountant or authorized executive. The firm providing the service must provide, in writing, a statement to the effect that the rate they are charging you is of equal or lower value than the rates charged to other clients for similar work. REE will pay up to 50% of reasonable outside professional costs, or a maximum of \$300/day.

Note 4: Companies are required to notify the Department of Foreign Affairs and International Trade of any significant budgetary changes.

Note 5: There must be evidence that the Partner Organization will contribute to some of the costs of the study.