

University of Waterloo - School of Accounting and Finance  
Ministry of Education - RFP Financial Literacy Curriculum Supports for Students

Proposal Summary Budget & Timeline

Nov-23

#	Project Phase	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
1	Recruitment and onboarding of Project team												
2	Consultation #1 (with Ministry and Teacher Advisors)												
3	Board outreach and communication plan development												
4	Resource development												
5	Consultation #2 (with Ministry, Boards, and Teacher Advisors) and Project roll out												
6	Program delivery and support												
7	Consultation #3 (with Ministry, Boards, Teachers) - Program feedback and reporting												

Estimated Timing of Budgeted Expenses

Expense Category		Role / Description	Type	TOTAL Budgeted Amount	Daily Salary (including Benefits)	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL	Check
Salary & Benefits	Project Manager (1 year contract)	Sal & Benefits	\$	94,400	\$	363	7,867	7,867	7,867	7,867	7,867	7,867	7,867	7,867	7,867	7,867	7,867	94,400	-
	Project Co-ordinator (1 year contract)	Sal & Benefits		71,100		272	5,925	5,925	5,925	5,925	5,925	5,925	5,925	5,925	5,925	5,925	5,925	71,100	-
	AODA Analyst (6 month contract)	Sal & Benefits		17,500		224		2,917	2,917	2,917	2,917	2,917	2,917					17,500	-
	Curriculum Advisors (Certified Teachers)	Stipend		25,000		350	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000	-
Contracted Services	French Translation Services			15,000			2,500	2,500	2,500	2,500	2,500	2,500						15,000	-
	Website Development and Maintenance			6,000			600	600	600	600	600	600	600	600	600	600		6,000	-
	License Costs			3,000			250	250	250	250	250	250	250	250	250	250	250	3,000	-
Travel and Promotion	Project Team Travel & Promotion			25,000			1,000	1,000	1,000	2,625	2,625	2,625	2,625	2,625	2,625	2,625	1,000	25,000	-
Project Materials	Contest Materials, Teaching Resources and Instructional support			25,000				4,167	4,167	4,167	4,167	4,167						25,000	-
	Advisor Workshops			5,000				1,667			1,667						1,667	5,000	-
Technology	Technology related supplies for project team			5,000			2,500	2,500										5,000	-
Project Administrative Expenses	Printing			3,000			250	250	250	250	250	250	250	250	250	250	250	3,000	-
	Postage / courier			2,000			167	167	167	167	167	167	167	167	167	167	167	2,000	-
	Supplies			2,000			167	167	167	167	167	167	167	167	167	167	167	2,000	-
	Monthly cell phone plan for Project Team			1,000			83	83	83	83	83	83	83	83	83	83	83	1,000	-
TOTAL				\$			300,000												
							20,292	29,225	27,975	29,600	29,600	31,267	29,600	22,933	20,017	20,017	20,017	19,458	300,000