

**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)	Estimated Timing of Budgeted Expenses												TOTAL	Check	
					Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12			
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	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	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	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	2,083	25,000	-	
Contracted Services	French Translation Services		15,000		2,500	2,500	2,500	2,500	2,500	2,500	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	600	600	6,000	-	
	License Costs		3,000		250	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	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	4,167	4,167	4,167	4,167	4,167	4,167	4,167	25,000	-	
	Advisor Workshops		5,000		1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	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	250	3,000	-	
	Postage / courier		2,000		167	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	167	2,000	-	
	Monthly cell phone plan for Project Team		1,000		83	83	83	83	83	83	83	83	83	83	83	83	1,000	-	
<b>TOTAL</b>			<b>\$ 300,000</b>		<b>20,292</b>	<b>29,225</b>	<b>27,975</b>	<b>29,600</b>	<b>29,600</b>	<b>31,267</b>	<b>29,600</b>	<b>22,933</b>	<b>20,017</b>	<b>20,017</b>	<b>20,017</b>	<b>19,458</b>	<b>300,000</b>	<b>-</b>	