

Part 3 – Financial Workbook (Excel)

Introduction

Welcome to Part 3 of the application process – the Financial Workbook.

The Financial Workbook works as both a budgeting tool and a structured financial representation of the proposed project. It translates the strategic approach (Form 1) and the implementation plan (Form 2) into a detailed budget that forms the basis of the funding request and supports decision-making and annual funding results reporting and assessments.

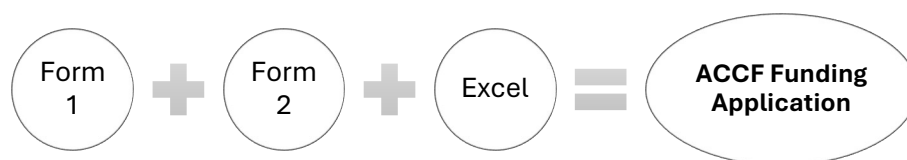
Recap: the ACCF Application Components

The application is structured across three (3) parts. Each serves a distinct function in the funding request development and assessment processes, providing the basis for a complete funding request evaluation.

Part 1, Form 1 (Strategic Proposal) assesses the relevance of the project, organizational capacity and its alignment with ACCF objectives and priorities.

Part 2, Form 2 (Implementation Plan) assesses implementation feasibility, including projects and activities, sequencing, and alignment between activities and outcomes.

Part 3, Excel (Financial Workbook) assesses funding requirements, including expense structure and justification for the proposed activities.



Purpose of the Financial Workbook

The FW structure ensures that funding requests are:

- ✓ **Grounded in planned activities** (defined in Form 2)
- ✓ **Fully transparent and traceable**
- ✓ **Consistent and comparable** across applicants and across fiscal years
- ✓ **Assessable for value for money**, based on expected results and expense justifications.

Requirements for Financial Workbook completion

The following requirements **must be met** to ensure the application can be assessed. They support consistency, transparency, and accountability across forms and all ACCF applications.

1. Scope of Financial Information

Applicants must identify the costing and, where required, justification of all expenses associated with each project and activity across the four-year funding period.

2. Pre-Populated Information Validation

Each workbook is pre-populated with information applicants provided in Form 2 for each year, including:

1. Project name,
2. Project Description,
3. Stream and Activity type, and
4. Fiscal year

Applicants must review this information for accuracy and notify the MFS if any change is required.

Pre-populated fields are locked and cannot be modified by applicants.

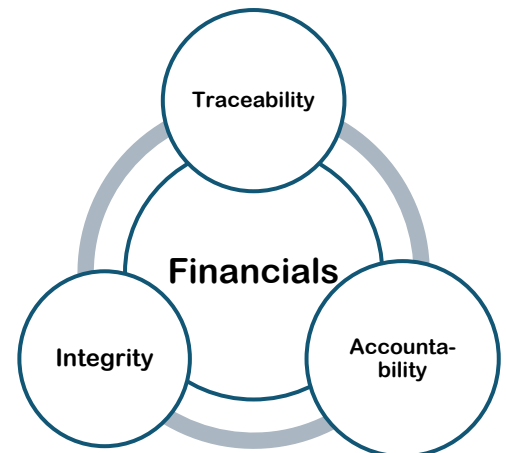
3. Financial information requirements

All financial information must be directly anchored in program design and implementation:

Traceability – every expense can be linked back to an activity and corresponds to a financial representation

Accountability – every expense must be justified and defensible

Integrity – the budget reflects actual implementation logic, not estimates or placeholders



4. Expenses requirements

Only expenses that meet eligibility criteria, as defined in the ACCF framework, will be considered for funding.

plan.

Applicants should ensure expenses are appropriately planned and distributed across each year. The distribution of expenses across fiscal years informs funds allocations and disbursements. It further supports ongoing monitoring and adjustments throughout the 4-year funding period.

Applicants must ensure that costs are structured realistically across the full funding period. This includes the following considerations:



Expense distribution across years: Costs must be allocated to the fiscal year in which they are expected to occur, reflecting the timing and sequencing of activities outlined in Form 2.



Escalation and phasing: Costs should reflect how the project evolves over time, including any planned scaling of activities, changes in staffing levels, or anticipated cost variations such as inflation or operational growth.

Part 3 Excel Financial Workbook – Structure

1. Welcome and Review

The first tab of the Financial Workbook contains comments from the review committee of the overall submissions of Forms 1 and 2, reflective feedback on both forms collectively.

2. Form 1 – Applicant Info and Narrative

The second and third tabs replicate the information submitted in Form 1.

3. Form 2 – Implementation Plan

The following tab displays the project and activity details submitted in Form 2, along with the Review Committee's preliminary decision for each entry.

- I. Column A – G reflects the submitted project information
- II. Column H will indicate either:
 - a. Proceed with application (no comments) – this indicates the project and subsequent activities have been deemed eligible, or
 - b. Proceed with application (with comments (column I) requesting refinement, imposing limitations, or identifying ineligible activities) – this means the project has been deemed eligible; however, applicants are required to adjust their submission in accordance with the feedback provided, or

- c. Rejected – this indicates the project and subsequent activities have been deemed ineligible; applicant’s will be provided feedback (column I) detailing the Review Committee’s determination.
- d. Column I provides applicants with detailed feedback to support required revisions, outlines applicable restrictions, and identifies any requests deemed ineligible.

4. Fiscal Year – XXXX – XXXX

The following four tabs correspond to the four fiscal years during which projects may take place. Each budget table presents the budget for a single project in the relevant fiscal year. Only fiscal years with associated projects are included in the workbook; years without projects are omitted.

Important: Projects spanning multiple fiscal years must be submitted separately in each applicable fiscal year tab. Fiscal years cannot be combined into a single budget request.

The following information is provided for each eligible project, each fiscal year.

Project:

Excel Content	Reference	Description
Project Name	Row 6	Pre-populated from Form 2
Project Description	Row 7	Pre-Populated from Form 2
Stream & Activities	Row 10 – 17 (if applicable)	Pre-Populated from Form 2
KPI - # of increased child care service delivery hours	Row 10 – 17 (if applicable)	Please include reasonable estimates of your anticipated annual KPI volumes for each activity, relative to each applicable funding Stream.
KPI - # of increased child care spaces	Row 10 – 17 (if applicable)	

Budget Table:

Important - Cells in yellow are to be completed by the applicant, if applicable.

Excel Content	Reference	Description
Expense Type	Column C	The types of expenses eligible under the ACCF Framework.

Eligible Expenses	Column D	The potential eligible expenses that may be attributed to, and claimed under, each specific activity.
Description/Detail	Column E	Requires the applicant to provide specific details explaining the selected eligible expenses and how they relate to the overall project.
FTEs	Column F (Rows 22-29 only)	Indicate the Full Time Equivalent (FTE) for each staff requested. <i>Ex: two staff work hours considered full-time, and one staff works hours considered part-time = 2.5 FTE</i>
Salary	Column G (Rows 22-29 only)	Indicate the annual salary cost(s) only. <i>Please use whole numbers.</i>
MERCs (Mandatory Employment-Related Cost(s))	Column H (Rows 22-29 only)	Indicate the applicable staff MERC cost(s) for the staffing position(s). <i>Please use whole numbers.</i>
Benefits	Column I (Rows 22-29 only)	Indicate the applicable staff Benefit cost(s) for the staffing position(s). <i>Please use whole numbers.</i>
Total Requested	Column J	Rows 22-29 will auto populate a total staffing cost (inclusive of rows G-I) and does not require manual entry. Rows 30-54 require the applicant to indicate the total requested amount for each eligible expense as it relates to the overall project cost.
Comments / Justification	Column K	Applicant may utilize this space for providing additional activity, project, or programmatic details. Justifications are only required when clarification is needed, such as where costs exceed typical market value rates or require additional explanation.

Approximate % of Total Requested by Activity	Columns L – S (if applicable)	Applicants must indicate the percentage breakdown of each activity in relation to the overall project (e.g., Activity A – 40%, Activity B – 35%, Activity C – 25%), ensuring that the total equals 100%.
Row completion Check	Column T	<p>The final column is an automated verification cell that ensures all required fields have been completed as required.</p> <p>If any data is missing from a column or row, an error message will identify the missing information.</p>

Please note that the references listed above are based on the first budget block in the first fiscal year and remain unchanged for all subsequent project tables and/or fiscal years.

5. Summary

The final tab of the Financial Workbook is the summary; this tab is entirely auto-populated, inclusive of total funding requested, total funding requested by streams, total funding requested by project, and total projected KPIs by stream.

Submit your application

Once the Financial Workbook has been completed and reviewed, please submit it as an attachment to MFSACCF@cfmws.com

Next Steps

Your completed application will undergo review and assessment. Applicants will be notified in writing of the outcome of their funding request once a determination has been made.