



Canada Magazine Fund (CMF) Support for Industry Development (SID) **Action Plan – Appendix B-1**

Project title: _____

Project No.: _____
(to be completed by the Program)

This template is provided to help you develop a clear and detailed action plan of your project by activity (see Appendix B, number 5) and should be developed in accordance with your detailed budget (see Appendix C-1). Therefore, you are required to complete the action plan template for each activity of the project.

See instructions on reverse.

a) Activity			
Sub-title:	Time frame: from _____ to _____ (yyyy/mm/dd) (yyyy/mm/dd)	Activity No.:	
b) Description:			
c) Budget categories:	Time Frame	Cost of the Activity	
		Cash	In Kind
Equipment, supplies, printing Specify:			
Marketing and promotion Specify:			
Professional fees (consultants or experts) Specify:			
Salaries and benefits associated with the project Specify:			
Training directly related to the project Specify:			
Economy class travel, accommodation and meals Specify:			
Other costs Specify:			
Total		\$	\$

(aussi disponible en français)

SID – Action Plan Instructions

This template will help you compile the budget information required in Appendix C-1 as well as the cash flow forecast in Appendix C-3 (if required). You may want to use this template for a single activity project.

a) Activity

- If your project contains multiple activities, you are required to complete this template for each activity by indicating a sub-title for each one; and
- Indicate the time frame of each activity.

b) Description

- Describe the activity considering the following:
 1. The resources required for the activity;
 2. The information and résumés of professional consultants;
 3. If any, the use of volunteers / in kind contributions and their necessity to the success of the project;
 4. The partners involved; and
 5. How and where the government contribution to the project will be recognized.

c) Budget categories

- Detail the expenses of the activity by budget category, indicating the time frame as well as the cost (cash and/or in kind) for each expense; and
- Don't forget to compile the total expenses of all activities in the detailed budget form (see Appendix C-1).