

How to Make a Written Submission for Pre-Budget Consultations, Provincially and Nationally

Instructions:

Create your own document using the tools we provide and your own story.

1. Cover Page:

- Adding a cover page to a submission is optional.
- A cover page should include the organization name but should not include the list of recommendations.
- All text on the cover page counts towards the submission's 2,000 word limit.

2. Recommendations (REQUIRED)

- The list of recommendations should immediately follow the cover page.

Example List of Recommendations

Recommendation 1: That the government implement _____ in relation to _____.

Recommendation 2: That the government provide funding in the amount of \$ _____ for the _____ program.

Recommendation 3: That the government amend the _____ Act in order to _____.

Recommendation 4: etc.

3. Body of Submission

- You may use the format of your choice for the body of the submission.
- The body of the submission should be used to provide any background, explanatory, or contextual information for the recommendations listed above. All text contained in the body of the submission, including but not limited to graphs, quotes, images and footnotes, counts towards the submission's 2,000 word limit.
- The recommendations that you have listed above may be reproduced in the body of the submission; for example, as the headings for their respective explanation or context.

4. Submit it!

- For the Province, submit to budget@novascotia.ca (before Feb 3).
- For the Federal Government, go here: www.letstalkbudget2023.ca/let-s-talk-budget-2023 and scroll down to Make a Formal Submission and add your organisation information – or an organisation you are affiliated with) (Before Feb 10)