



Examples of Budgets and Budget Narratives from Actual Proposals

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Example #1

Funder: County of Riverside

Grant Seeker: Family Service Association of Western Riverside County

Grant request: \$55,000

Project description: To continue funding the Mead Valley Community Center, a vital one-stop-shop where community members access health education, medical screenings, youth and senior programs, utility assistance, commodities, pediatric medical services and have a safe place to participate in recreational activities and special events. It is the only local source of medical and social assistance for Mead Valley youth and families.

FINANCIAL INFORMATION:

A. Proposed Project Budget - Complete the following annual program budget to begin July 1, 2010. If your proposed CDBG-funded activity will start on a date other than July 1, 2010, please indicate starting date. If these budget line items are not applicable to your activity, please attach an appropriate budget. Provide total Budget information and distribution of CDBG funds in the proposed budget.

	Total Budget	Funds Requested
I. Personnel		
Salaries and Wages	90,245	37,000
	25,123	
Fringe Benefits		7,000
Consultants and Contract Services	500	
Sub-Total	115,368	44,000
II. Non-Personnel		
Space Costs	82,000	
Rental, Lease, or Purchase of Equipment	11,000	
Consumable Supplies	22,870	3,000
Travel	3,000	1,200
Telephone	17,000	1,400
Other Costs	46,736	5,400
Sub-Total	182,606	11,000
III. Architectural/ Engineering Design		
IV. Acquisition of Real Property		
V. Construction/ Rehabilitation		
VI. Indirect Costs		
Total	297,974	55,000



Example #2

Budget for two-year capacity-building project for youth-serving organizations.

Project has three funders.

Budget Dec. 2007-Dec. 2009	<i>Year one</i>	<i>Year Two</i>	<i>Total</i>
REVENUE (pending)	Total	Total	Both Years
Regional foundation (1)	100,000	100,000	200,000
Community foundation (2)	50,000	50,000	100,000
First 5 funding (3)	50,000	50,000	100,000
Total Revenue	200,000	200,000	400,000
EXPENSES			
<i>Executive Director (.075 time) (4)</i>	6,000	6,000	12,000
<i>Project Manager (.12 time) (5)</i>	8,500	8,500	17,000
<i>Project Coordinator (.05) (6)</i>	2,000	2,000	4,000
<i>Director Financial Service (.08) (7)</i>	5,407	5,407	10,814
<i>Executive Assistant (.0155) (8)</i>	500	500	1,000
Payroll Taxes & Benefits (@20%) health, dental, vision and life insurance, parking and retirement.	4,481	4,481	8,963
Total Personnel Expenses	26,888	26,888	53,777
Participant Stipend (20 orgs x \$9,530) (9)	100,000	100,000	200,000
Youth development training (22 @\$1,136) (10)	12,500	12,500	25,000
Workshop trainers (156 hours @\$75) (11)	5,850	5,850	11,700
Consultants (380 hours @ \$75) (12)	14,250	14,250	28,500
Graphic artist (13)	250	250	500
United Way of Tulare (100 hrs. @ \$80) (14)	8,000	8,000	16,000
Publicity and Advertising (15)	200	200	400
Consumable supplies (16)	250	250	500
Postage & Delivery (17)	1,000	1,000	2,000
Telephone & Communications (18)	450	450	900
Publications and books (19)	200	200	400
Internet services (20)	1,250	1,250	2,500
Conference call (21)	400	400	800
Insurance (22)	1,000	1,000	2,000
Printing & Duplication (23)	3,500	3,500	7,000
Equipment (24)	1,000	1,000	2,000
Conferences and meeting (14 x \$1,450) (25)	10,150	10,150	20,300
<i>Local Travel (26)</i>	850	850	1,700



<i>Out of Town Travel (29 trips x \$500) (27)</i>	7,250	7,250	14,500
Total Non-Personnel Cost	168,350	168,350	336,700
Total Direct Cost	195,238	195,238	390,477
Indirect Costs (5%) (28)	4,762	4,762	9,524
Total Projected Expenses	200,000	200,000	400,001

Notes for Budget 2008-2009

Capacity-Building Project for Youth-Serving Organizations

Revenue

1. **Regional Foundation.** \$200,000 over two year including \$25,000 for sub-contract with After School Foundation to provide youth development training and peer learning.
2. **Community Foundation.** Confirmed \$50,000 a year for total of 100,000. Grant to support stipends and mileage reimbursement to the organizations participating in the project.
3. **First 5.** Pending \$50,000 a year for total of 100,000. Grant will support increase of consulting hours for participants, policy and advocacy training and planning and project management costs.

Personnel Expenses (12% of total budget)

5. **Executive Director:** .10% time, 166 hours @ \$60: Facilitate organizing meeting, 1 peer learning, manage two assessment events, lead two workshops, conduct two 2 day non-financial training-the-trainer workshops, phone, development of assessment tools and workshop materials.
6. **Project Manager:** (12% of time 284 hours @\$60) Schedule and manage workshop and peer-learning venues, recruit and manager workshop trainers, oversee and manage consulting, solve problems in tactful and responsive manner, main contact for the project, link between project management staff and program participants, develop reports, manage and facilitate communication with participants, work closely with funders on project.
7. **Project Coordinator:** (10% of time 300 hours @ \$50) work primarily with participants in the project. Support Project Manager, inform participants of events, register them for events, mail materials to workshops, facilitate participant use of internet site, forward general communication to participants.



8. **Finance Director:** 20 finance consulting days plus travel time, one workshop and financial oversight of project. conduct 160 hours of finance consulting, provide finance/accounting workshops, provide phone-based coaching on finance issues to participants, provide all financial management and reporting for project, manage payments to participants, develop all financial reporting on project. 316 hours
9. **Executive Assistant:** (.015% of time 20 hrs @ \$50) to assist Executive Director with communication, travel, development of materials, oversight of project.

Non-personnel Expenses

10. **Participant Stipend:** \$5,000 for each organization over the two-year period to cover time and mileage for meetings. Each group paid \$2,500 in Nov. of each year if they have participated in (number to be determined) events.
11. **After School Foundation:** sub-contract to provide youth development training and services. Plans include two peer-learning events and 20 days of consulting over the two years. Project management team will now manage handouts and meeting costs for the two peer-learning events.
12. **Workshop Trainers:** 126 total hours x \$75 for total of \$8,400. Trainers for 7 workshop presentations plus preparation and travel time (two additional workshops included in Ex. Director time. Policy and advocacy training and planning 50 hrs @ \$80.
13. **Consultants:** Each participating group will receive 80 hours of consulting time. 480 hours of consulting, plus
14. **Graphic artist:** We will use his services for some of the materials we develop.
15. **United Way:** working with project management group to start up the project.
16. **Publications for participants:** Publications will be purchased for participants as we go along.
17. **Consumable supplies:** Paper, software, etc. used by program.
18. **Postage & delivery:** Mailing material for 14 events (workshops and peer-learning events).
19. **Telephone and communication:** To provide on-going contact with the participating organizations and with the consultants and trainers over the two year period, setting up workshops, consulting activities, checking on participants, setting up travel as needed, recruiting venues for events, etc.



20. **Publications and books:** There may publications we want to use for the workshops. We do not have anything specific in mind at this stage but want to have this option open.
21. **Internet service:** We will develop a specific web site for this project as well as to provide a list serve so participants can talk with each other, provide forums so there can be discussion, we will also have webinar opportunities, a blog and other electronic communication methods the participants choose to use.
22. **Conference calls:** We anticipate 10 to 15 conference calls per year with three to 20 participants on each call.
23. **Insurance:** Covers part of professional liability costs since the capacity building involves giving advice; our board requires that we have professional liability.
24. **Printing and Duplication:** handouts, models, exercises, articles and related information for 6 peer learning events, 8 workshops, 60 days of consulting @ approximately 10 per person. Not all consulting will include handouts.
25. **Equipment:** To rent power point projectors, overhead projectors and screens, AV equipment for workshops if needed.
26. **Conference and meeting:** 15 events (was 14) with 20 to 60 people. Cost reduced to per workshop with use of lower cost or no cost space. Facility or meeting space and food for workshops and peer learning: We will, of course, do all we can to find meeting and training space that has no cost and to keep food costs as low as possible while still providing good, healthy refreshments and meals.
27. **Local Travel:** Mileage reimbursement for local consultants and trainers to be reimbursed at .48 per mile (current government rate).
28. **Out of town travel for CAN staff, consultants and trainers.** 29 trips over two years @ \$500 for 2 self-assessment and organizing events, two-people for 6 peer-learning events, one person for 2 peer-learning, 4 workshops, over 100 hours of consulting for which we will do back to back to reduce transportation costs. Cost to cover hotel, per diem, mileage or rental car, some airfare.
29. **Indirect:** We usually try to charge 10% but are only charging 5% in first year of this project.



Example #3

Funder: James Irvine Foundation

Grant Seeker: Ink People Center for the Arts

Grant request: \$50,000

Project description: To fund the Media and Arts Resource Zone (MARZ) project, an arts and media after-school program, that works with youth to develop leadership and job skills, to improve self-esteem, and to deepen community connections by focusing on the core fields of video documentary making, music, art, and creative writing.

Expense Category	Total Budget	Amount Requested
Teachers (2/day@2da/wk@\$40/hr x 50 wks)	32,000	16,000
Adult Mentors (2/da@\$20/hr@2da for 50 wks)	16,000	8,000
Youth Mentors (2/da@4da/wk@\$10/hr@ 2hrs/da)	16,000	8,000
Project Coordinator (\$16,000/yr)	32,000	8,000
Technical Support (\$250/mo)	6,000	600
Administration (\$300/mo)	7,200	
Artists & Performers (workshops & performances)	24,000	
Supplies (ink, miniDV tapes, disks, etc.)	5,000	
Hardware & Software (new & upgrades)	17,000	4,400
Connectivity	720	
Refreshments	3,000	
General Support (insurance, rent, etc.)	12,000	
10% indirect costs*	N/A	5,000
Total	170,920	50,000

*If desired, up to 10 percent of the total requested amount may be used to support your organization's overhead.



Example #4

Funder: Nat'l Endowment for the Arts (NEA), Access to Artistic Excellence

Submitted by: The Ink People Center for the Arts

Grant request; \$35,000

Project description: Project to continue our work to improve and enhance local arts and cultural groups' ability to realize their artistic and public benefit goals through training and individualized technical assistance and to enrich the cultural fabric of the community by helping visionary artists create solutions for community challenges.

NEA Application

Project Budget, Page 1 of 2

Applicant (official IRS name): Ink People, Inc

INCOME

1. **Amount requested from the Arts Endowment:** \$ 35,000

Total match for this project. Be as specific as possible. Asterisk (*) those funds that are committed or secured.

2.

Cash (Refers to the cash donations, grants, and revenues that are expected or received for this project)

	AMOUNT
Humboldt Area Foundation/ Mel & Grace McLean Foundation*	20,000
Administrative Fees (12.5% of project income*)	12,000
Membership Fees*	3,000
Total cash 1. \$	<u>35,000</u>

In-kind: Donated space, supplies, volunteer services (These same items must also be listed as direct costs under "Expenses" below in in Page 2 of the Project Budget form, identify sources)

Overhead & Administration	1,820
Total donations b. \$	<u>1,820</u>

**Total match for this project
(2a. cash + 2b. Donations) \$** 36,820

3. **Total project income (1+2)** 71,820

EXPENSES



1. **Direct Costs: Salaries and wages.**

TITLE AND/OR TYPE OF PERSONNEL	NUMBER OF PERSONNEL	ANNUAL OR AVERAGE SALARY RANGE	% OF TIME DEVOTED TO THIS PROJECT	AMOUNT
Executive Director	1	46,440	55%	25,800
Programs Manager	1	20,640	50%	10,320
Bookkeeper	1	5,000	90%	4,500
Total salaries and wages a.s				<u>40,620</u>

Fringe benefits	Total fringe benefits b. \$	<u>5,700</u>
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Total Salaries, wages, and fringe benefits (a+b) \$		<u>46,320</u>
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NEA Application
Project Budget, Page 2 of 2

2. **Direct costs: Travel** (include subsistence)

# OF TRAVELERS	FROM	TO	AMOUNT
Total travel \$			<u>0</u>

Direct costs: Other expenses (include consultant and artist fees, contractual services, promotion, acquisition fees, rights, evaluation and assessment fees, access accommodations, telephone, photocopying, postage, supplies and materials, publication, distribution, translation, transportation of items other than personnel, rental or space or equipment, and other project-specific costs)

	AMOUNT	
Workshop Consultants (6 @ \$300 ea)	1,800	
Scholarships to workshops offered by other providers	2,000	
Access Accommodations (sign interpretation, translation, etc.)	1,500	
Technology Contractors (web design & maintenance @ \$35-50/hr)	5,000	
Overhead (rent, telephone, insurance, connectivity, etc)	6,500	
Supplies (printer ink, paper media, presentation materials, etc.)	2,000	
Software & Hardware upgrades	6,700	
Total other expenses \$		<u>25,500</u>

4. Total direct costs (1. from Project Budget Page 1+2.+3.	\$	<u>71,820</u>
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5. Indirect costs (if applicable)		
Federal Agency: Rate (.00) xBase	\$	<u>0</u>

6. Total project costs (4.+5.)		
Must equal total project income (3. from Project Budget Page 1)	\$	<u>71,820</u>



Example #5

Funder: Annenberg Foundation

Submitted by: Shoes That Fit

Grant request: \$35,000

Project description Letter of Inquiry sent to the Annenberg Foundation by Shoes That Fit for permission to submit a funding request to support of the Shoes That Fit 2007 Technology Project that will enable our staff to more effectively support 800+ volunteer-run school programs while adding new volunteers, school programs, and sponsoring groups in an effort to reach additional youngsters.

Shoes That Fit 2007 Technology Replacement Budget

PERSONNEL

Executive Director	10% of effort	\$8,000
Development Director	10% of effort	\$5,000
Program Manager	10% of effort	\$4,000
Administrative Assistant	30% of effort	\$11,666
	TOTAL	\$28,666

NON-PERSONNEL

Equipment: computers, monitors, etc. \$1480 X 5		\$7,400
Training		\$1,000
Installation		\$625
	TOTAL	\$9,025

**GRAND
TOTAL \$37,691**