

Budget Terms and Requirements

Project Personnel

Include all salaries for individuals who will be working directly on the project. This includes part- and full-time permanent and temporary employees. Do not include fee-for-service consultants in this category.

For each employee, include the following in the appropriate column:

- 1) "Position Title" – their title within their agency
- 2) "Base Salary" – their annual salary
- 3) "% Time" – the percentage of the time working on the project
- 4) "Total" – the amount of their salary apportioned to the grant. This is calculated by multiplying the "Base Salary" x "% Time".

Of the "Total" for each employee, indicate how much will be covered by the sponsoring/collaborating agency/ies ("In-Kind"), how much will be covered by other sources ("Other Support") and how much are you requesting from the foundation ("Foundation"). For example:

Position Title	Base Salary	% Time	Total	In-Kind	Other Support	Foundation
Project Director	\$45,000	.25	\$11,250	\$1,250	\$5,000	\$5,000

Fringe

Include the agency's Fringe Rate (%) where indicated on the budget form and then apply this rate to the project personnel subtotal. Your agency's Fringe Rate is a calculation of the benefits offered to employees as a percentage of total salaries. It generally includes benefits such as unemployment taxes, life insurance, health insurance, and FICA. An agency's director of finance or accountant should know your agency's fringe rate.

In-Kind

An in-kind expense is a good (facilities, staff, etc.) or service (photocopying, transportation, etc.) that the sponsoring agency, its collaborating partners or outside vendors provide to the project free-of-charge. They are items the project would normally have to pay cash for had they not been provided for free. If the sponsoring agency or its partners are providing these goods and/or services, they are generally paid for through general operating funds. Volunteer time, while a valuable contribution to a project, should not be included in the budget.

Other Support

Other support is an actual cash contribution earmarked for a line item. This can be a grant from another funding source, cash contributed by a collaborating partner, or third party billing revenue.

Other Direct Costs

Include items that are required specifically to support the development and implementation of your initiative, such as the design and printing of brochures, copying program materials, mileage, meeting costs and postage. Please note that in most cases the foundation will not pay for out of state travel. Occupancy costs and general administrative expenses are considered part of the 'overhead' line item.

Equipment

Include durable goods purchased for the purpose of supporting the activities of the grant. These could include fitness equipment, computers, health monitoring systems, dental chairs. Consumable supplies should be listed under Other Direct Costs in the Supplies line.

Consultants/Contracts

Include all individuals who are not considered employees of the sponsoring organization(s). This includes all individuals and organizations hired solely for the duration of the grant period on a contract or fee for service basis. All consultant contracts will require approval by the foundation once the grant is awarded.

Overhead

The foundation allows up to 15% of the total requested from the foundation for personnel and direct costs to cover items your agency needs to support its business operations, such as rent, utilities, office equipment rental, and accounting fees. Applicants are encouraged to request overhead.

Multi-Year Requests

Where multi-year requests are allowed, include a project budget for each year. The requested amount must decline over each successive year.

Budget Narrative

Include a description for each budget item and the role it will play in the project. For employees, describe their roles and responsibilities for the project. Include a calculation for all direct costs and equipment, i.e. how you arrived at the line item amounts included on the budget.

Other Helpful Tips:

Double check all math.

Keep the budget length to one page.

Add and delete lines as necessary on the budget form.