

Grant Budget Examples

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1. Personnel detail

Personnel Budget

Executive director (10%)	\$8,000
Program director (30%)	\$19,000
Program officer (75%)	\$30,000
Program assistants (2 @ 50%)	\$40,000
Subtotal	\$97,000
Fringe (@ 20%)	\$19,400
Total salaried personnel	\$116,400
Part-time instructors (3)	\$60,000
Evaluator	\$40,000
Total consultants	\$100,000
TOTAL PERSONNEL	\$216,400

Percentages reflect the time worked on the project.

2. Direct expenses

Rent	\$72,000
Utilities	\$1,700
Insurance	\$4,500
Business fees and services	\$5,500
Postage	\$2,250
Printing	\$7,000
Internet service and phone	\$1,140
Equipment rental	\$900
Supplies	\$4,000
Travel	\$1,430
Entertaining	\$2,500
Professional development	\$1,000
Conference fees, memberships, subs.	\$1,800
Other expenses	\$1,050
Depreciation	\$2,100
Total non-personnel	\$108,870
Total Expenses	\$653,580

Note that similar expenses (rent and utilities; professional development, conference fees) are grouped together.

3. Indirect Expenses

Administrative + Fundraising expenses = Indirect expenses (aka, overhead)

Indirect expenses / Total expenses = indirect rate

4. Income in a grant request budget

Requested from the Smith Foundation	\$10,000
Continental Airlines (in-kind, committed)	\$2,500
Jones Family Foundation (received)	\$10,000
Community Foundation (pending)	\$15,000
Participant fees	\$5,000
Total	\$47,500

Note that requested amount appears first and is clearly labeled as such.

5. Income formatting

Contributed Income	
Government	\$400,000
Foundations	\$190,000
Corporations	\$140,000
Individuals	\$30,000
Subtotal Contributed Income	\$760,000
Earned Income	
Clinic fees	\$25,000
Interest and investments	\$85,000
Subtotal Earned Income	\$110,000
Total Income	\$870,000

Contributed Income	
Government	
Federal grants	\$370,000
State grants	\$30,000
Subtotal Government Grants	\$400,000
Foundations	\$190,000
Corporations	\$140,000
Individuals	\$30,000
Subtotal Private Support	\$360,000
Subtotal Contributed Income	\$760,000
Earned Income	
Clinic fees	\$25,000
Interest and investments	\$85,000
Subtotal Earned Income	\$110,000
Total Income	\$870,000

The second example breaks down the government grants, showing the heavy reliance on federal grants, which might or might not be a positive for your application, depending on whether it had been obtained at the time of this foundation request.

6.

Operating Budget

Expenses

Executive Director	\$60,000
Administrative personnel (3)	\$195,000
Artistic personnel (2)	\$120,000
Support personnel (3.5)	\$108,000
Fringe benefits and payroll taxes @ 17%	\$61,710
Total personnel	\$544,710

Rent	\$72,000
Utilities	\$1,700
Insurance	\$4,500
Business fees and services	\$5,500
Postage	\$2,250
Printing	\$7,000
Internet service and phone	\$1,140
Equipment rental	\$900
Supplies	\$4,000
Travel	\$1,430
Entertaining	\$2,500
Professional development	\$1,000
Conference fees, memberships, subs.	\$1,800
Other expenses	\$1,050
Depreciation	\$2,100
Total non-personnel	\$108,870
Total Expenses	\$653,580

Income

Admissions	\$8,300
Service fees	\$3,000
Interest income	\$550
Total earned income	\$11,850

Individuals	\$192,150
Fundraising events (net)	\$9,000
Foundations	\$220,000
Corporations	\$19,900
Local government	\$185,000
Other government	\$16,000
Total contributed income	\$642,050
Total Income	\$653,900
Surplus(deficit)	\$320

7. Accounting for donated services

Hudson Park Concert Association

Expenses

Professional musicians fees	\$5,000
Community musicians honoraria	\$2,500
Ushers, set-up crew	\$1,750
Marketing consultant	\$4,000
Printing flyers, programs, etc.	\$2,250
Mailing	\$400
Administrative support	\$5,000
Transportation, delivery	\$650
Music rental	\$1,200
	<u>\$22,750</u>

Income

Reserved seat tickets	\$2,500
County Foundation request	\$7,500
Hudson Cleaners sponsorship	\$2,500
River Fund Foundation (pending)	\$3,000
Volunteer ushers and crew	\$1,750
In-kind services/marketing	\$4,000
In-kind printing (partial donation)	\$1,500
	<u>\$22,750</u>

Hudson Park Concert Association

Expenses

Professional musicians fees	\$5,000
Community musicians honoraria	\$2,500
Printing flyers, programs, etc.	\$750
Mailing	\$400
Administrative support	\$5,000
Transportation, delivery	\$650
Music rental	\$1,200
	<u>\$15,500</u>

Income

Reserved seat tickets	\$2,500
County Foundation request	\$7,500
Hudson Cleaners sponsorship	\$2,500
River Fund Foundation (pending)	\$3,000
	<u>\$15,500</u>

Note that donated services appear under income and under expenses.

Addition of donated services changes the amount requested from the County Foundation from approx. 50% of the total (on the left) to about 33% (on the right).

8. Multi-Year Budget with Interim Financial Report

Curatorial Internship Program EXPENSES

	Year 1	Year 2	Total	Six-Month Interim Report Actuals
Personnel				
Curators (3 @ 12%)	27,000	27,000	54,000	13,548
Registrar @ 5%	3,500	3,500	7,000	1,600
Librarian @ 5%	3,000	3,000	6,000	1,500
Fringe benefits @ 19%	6,365	6,365	12,730	3,163
Subtotal salaried personnel	39,865	39,865	79,730	19,811
Intern Stipends (3)	66,000	66,000	132,000	33,000
	105,865	105,865	211,730	52,811
Program Expenses				
Marketing/outreach	5,000	500	5,500	4,921
Supplies	600	1,000	1,600	302
Travel	1,000	2,000	3,000	98
Photocopying	800	1,900	2,700	110
Telephone	100	400	500	30
Postage/Delivery	400	400	800	338
Exhibition expenses	0	40,000	40,000	0
Contingency	300	1,200	1,500	15
Subtotal direct expenses	8,200	47,400	55,600	5,814
Indirect costs @ 15%	17,160	23,010	40,170	8,794
Total Expenses	131,225	176,275	307,500	67,419
INCOME				
Consolidated Arts Fund	75,000	75,000	150,000	75,000
Brown Trust	50,000	50,000	100,000	50,000
Bankers Bank	10,000	10,000	20,000	10,000
Community Trust	8,000	12,000	20,000	8,000
Jones Family Foundation	7,500	0	7,500	7,500
Adams Family Trust(pending)	0	10,000	10,000	0
Total Income	150,500	157,000	307,500	150,500
Surplus/(Deficit)	19,275	-19,275	0	83,081

9. Mystery Budget #1

Study this budget to see if you can answer the following questions. (Answers appear on the following page.)

1. Which payroll employee will spend the most time on this project?
2. Where will the project take place?
3. How many activities will there be?
4. What will these activities consist of?
5. How will it be paid for?

Project Budget

Expenses

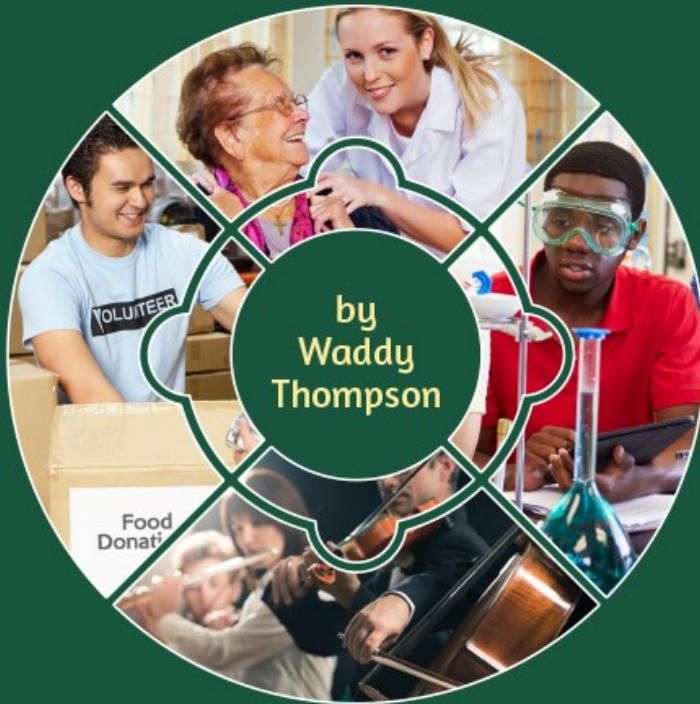
Program Director (2%)	\$1,600
Assoc. Prog. Director (5%)	\$2,500
Assistant (2%)	\$6,000
Fringe and benefits @ 18%	\$1,818
Subtotal salaried personnel	\$11,918
Project coordinator	\$8,000
Library space usage fee (10 @ \$500)	\$5,000
Artist Fees (10 @ \$1,000)	\$10,000
Subtotal other personnel	\$23,000
Supplies	\$800
Postage/freight	\$500
Web site	\$1,000
Travel (local)	\$160
Marketing (posters & bookmarks)	\$16,000
Advertising	\$2,500
Subtotal other expenses	\$20,960
Indirect @ 12%	\$3,945
Total Expenses	\$59,823

Income

ConEdison	\$30,000
Library systems space donation	\$5,000
Foundation 1	\$5,000
Foundation 2	\$5,000
City agency challenge grant	\$15,000
Total Income	\$60,000
Surplus (Deficit)	\$177

1. Which payroll employee will spend the most time on this project?
The assistant program director will spend the most time (5%)
2. Where will the project take place?
The project will take place in libraries – note in expenses and income the donated space.
3. How many activities will there be?
There will be 10 activities (note number of library space use and artist participation)
4. What will these activities consist of?
From the above, you can surmise that there will be 10 artist-lead activities presented in one or more libraries. The nonprofit's staff will spend relatively little time supervising them, but there is a non-salaried program coordinator who likely will do most of that.
5. How will it be paid for?
A city challenge grant and funding from ConEdison has been identified (as well as the space donation by the libraries), and the nonprofit is still looking for two small foundation grants to complete the funding.

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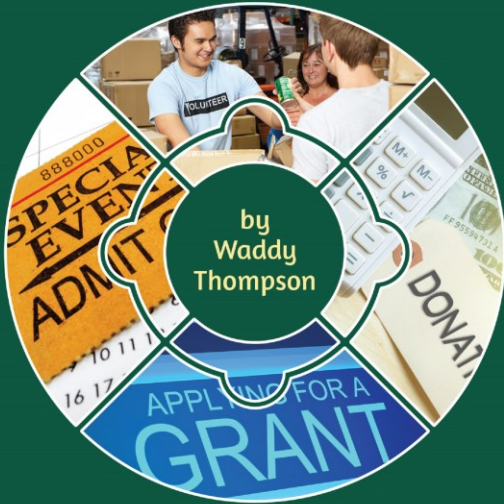
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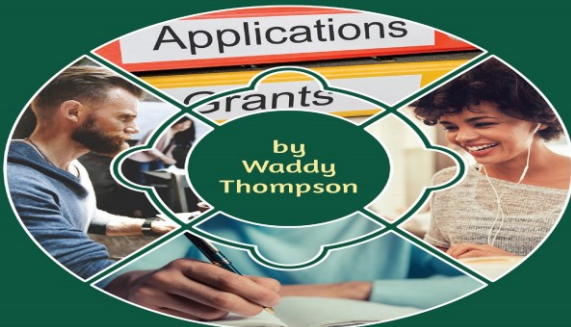
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