Grant Budget Breakdown

Revenues

- Reflect all funding sources committed or pending
 - Fees, product sales
 - Contributions
 - o Grants
 - Contracts
 - o In kind
- Create balanced budget where revenues and expenses match
- If a funder requires a match clearly illustrate how that will be met

Direct Expenses

- Program staff salaries and benefits
- In-kind value of volunteer time
- Office/facility space
- Supplies
- Equipment
- Program-related travel
- Printing/copies

Indirect Expenses

- Overhead or administrative costs
 - Executive Director salary
 - Accounting, insurance, executive staff insurance, occupancy costs, support staff
 - o Telephone
 - Equipment (connected to organization)
 - Printing and copying
 - Postage/shipping

NOTE: Not all funders pay for this explicitly, but these are critical costs to implementing your program!

In-Kind

- In-Kind Expenses (donated goods and volunteer time)
 - Illustrates full scope of program
 - Demonstrates community support
- Don't spread yourself too thin have back up funds in case an in-kind piece falls through
- In-Kind is shown as income (value of time/service) and expense (cost associated with project)
- How much in-kind should you reveal?
- Be aware of stacking your budget with too much in-kind and not enough cash

Narrative

- Opportunity to underscore reasoning behind the numbers
- Explain your calculations to the reader
- Potential to discuss sustained funding sources
- Illustrate potential future funding streams

Note: Understand which format the funder requires - line item or full description

