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##  GRANT APPLICATION BUDGET

## Creating Your Budget

To create your budget, identify ALL costs associated with your project and list them under the appropriate category in the template provided. Your budget should reflect your project’s expenses, so feel free to add and delete rows and categories to best fit your needs. Your costs should be specific; do not include a “Miscellaneous” category. Below are definitions of common project costs shown in our sample. You will also be asked to provide a brief budget narrative that describes how the requested funds will be used.

|  |  |
| --- | --- |
| **Project Costs** | **The following are descriptions of common project costs.**  |
| Personnel  | Include costs for professional services, participant stipends for items such as travel, donated services and labor, and general volunteer hours. Donated services or labor should be valued at the rate these individuals would have been paid for their services. Volunteer hours should be valued at $29.95/hr. |
| Supplies & Materials  | List all items needed to complete the project. Donated equipment and supplies should be valued at the retail market rate these materials or equipment would cost if purchased. For discounted materials made available at a reduced rate by a retailer, the difference between the retail and discount price may be counted as an in-kind donation. |
| Outreach & Publicity  | List any costs associated with advertising, printing, and mailing. |
| Event Related Expenses | List any event costs such as space rental, equipment rental, food, etc. Loaned equipment and donated space should be valued at market rates. |
| Permitting & Fees  | List any fees associated with permits for events, installation, etc. |
| Insurance | If you do not already have general liability insurance to cover your activities, build the costs into your project. |
| **Subtotals** | **Tally each column and place subtotals here.**  |
| Administration(fiscal sponsorship fees) | List any fiscal sponsorship fees or costs associated with project management or accounting. Refer to your fiscal sponsorship agreement terms to determine amount. Administration cost cannot exceed 10% of the subtotal cost. \*Groups fiscally sponsored by SE Uplift will not be charged a fee for receiving a Community Small Grant. |
| **TOTALS**  | **This is the grand total for each column. Make sure your Requested Funds total matches the amount that you are seeking through this grant.**  |

## Sample Budget

This sample features common project costs and is intended to guide you in preparing your budget. While you may have different line items for your project’s costs, your budget must include columns for a Budget Item Description, Requested Funds, Leveraged Funds and In-Kind Donations, Services & Time.

|  |  |
| --- | --- |
| **Line items that are specific to your costs** | **These columns are designed so you can specify which line items you need grant funding for versus things that will be funded through other sources.** |
| **Project Costs** | **Budget Item Description** ***Provide a succinct description of each item needed to complete the proposed project.***  | **Requested Funds** ***List the grant funds you are requesting for each line item in your budget.*** | **Leveraged Funds** ***Show any additional dollars that are supporting this project such as other grants or cash contributions from individuals or businesses.*** | **In-Kind Donations, Services & Time** ***Estimate the value of any donated goods or services. Volunteer hours should be valued at $34.79/hr****.* |
| Personnel  | Mural Artist Fee  | **$500**  | $2,000 RACC grant | $500 (discounted fee)  |
| Volunteer Painters  |  |  | $3,479 (100 hrs x $34.79)  |
| Volunteer project coordination  |  |  | $6,958 (4 coordinators x 50 hrs each x $34.79)  |
| Supplies & Materials  | Paint & paint supplies  | **$1,500**  | $250 (donations from businesses)  | $400 (donated by Sherman-Williams)  |
| Outreach & Publicity  | Flyers to announce project & invite to participate  | **$200**  |  | $347.90 (Flyer distribution: 10 hrs x $34.79)  |
| Permitting & Fees  | Mural Fee  |  |  | $50 (waived by RACC)  |
| Insurance |  | **$500** |  |  |
| **Subtotals** |  | **$2,700** | $2,250 | $11,734.90 |
| Administration(fiscal sponsorship fees) | 10% admin fee Stumptown Nonprofit, Inc. | **$300** |  |  |
| **TOTALS**  |  | **$3,000**  | $2,250  | $11,734.90  |

**Budget Template**

**Your project budget should be clear, appropriate, and sufficient to complete the project. Costs should be consistent with and clearly support the proposed tasks in your project narrative. Customize this budget template to reflect your project’s expenses. Save it as a PDF and either submit by email with your other application materials to** **alex@seuplift.org** **or upload it to the online application.**

|  |  |
| --- | --- |
| **Project Name** | **[Your project name here]** |
| **Project Costs** | **Budget Item Description**  | **Requested Funds**  | **Leveraged Funds**  | **In-Kind Donations, Services & Time**  |
| Personnel  |  |  |   |  |
|  |  |  |   |
| Supplies & Materials  |  |  |   |   |
| Outreach & Publicity  |  |  |  |  |
| Permitting & Fees  |  |  |  |   |
| Insurance |  |  |  |  |
| **Subtotals** |  |  |  |  |
| Administration (e.g. fiscal sponsorship fees) *Cannot exceed 10% of subtotal* |  |  |  |  |
| **TOTALS**  |  |  |  |  |

***Word formatting tip****: To add more lines to a budget category, right-click in the last row of the category, point to ‘Insert’ and select ‘Insert Rows Above’.*

**Budget Narrative**

Referring to your project budget, please describe how the requested funds will be used. Explain why budget items are necessary to complete the project and if they are based on best guesses or estimates from vendors. Tell us how any SE Uplift grant funds will be leveraged to secure volunteer time, in-kind donations of goods and/or services, or other financial contributions. *(300 words or less)*