

**This section is for EXPENSES that apply to your project.**

<b>PROJECT EXPENSES</b>	<b>Amount Requested in this Application - Breakdown of the requested grant amount (specifically how the grant money will be utilized)</b>	<b>Total Project Expenses - Breakdown of the total cost to complete the project (If the requested amount fully funds your project, both columns will be equal.)</b>	<b>Requested Grant Amount</b>
Salaries			<b>\$2,500</b>
Payroll Taxes			
Fringe Benefits			
Consultants and Prof. Fees			
Insurance			
Travel and lodging			
Equipment	\$500	\$1,000	
Supplies	\$1,000	\$1,000	
Printing and Copying			
Telephone and Fax			
Postage and Delivery			
Rent			
Utilities	\$500	\$800	
Maintenance			
Evaluation			
Marketing	\$500	\$1,000	
Other (specify)			
<b>TOTALS</b>	<b>\$2,500</b>	<b>\$3,800</b>	<b>\$3,800</b>

When total expenses and revenue are equal, the cells (D20 & D38) will turn green.

**TOTAL PROJECT EXPENSES**

**This section is for REVENUE that applies to your project.**

<b>REVENUE</b>	<b>Committed</b> <i>List the sources of funding that are already received, or which you are certain will be received. (This column only applies if the requested amount does not fully fund your project.)</i>	<b>Pending</b> <i>List any sources of funding that are still pending, including this grant request.</i>	
<b>Grants/Contracts/Contributions</b>			
Local Government			
State Government			
Federal Government			
Foundations (ex. CFNEM, ICCF, NCMCF, SACF, etc.)		\$2,500	
Corporations	\$500	\$800	
Individuals/ local sponsors			
Other (specify)			
<b>Earned Income</b>			
Events/Publications and Products			
Membership Income			
In-Kind Support			
Other (specify)			
<b>TOTALS</b>	<b>\$500</b>	<b>\$3,300</b>	<b>\$3,800</b>

**TOTAL REVENUE**  
(Committed and Pending)

**The TOTAL PROJECT EXPENSES should EQUAL the TOTAL COMBINED REVENUE.**

### Instructions

- Make sure to fill out <b>all</b> portions of the budget.
- Cell <b>D3</b> needs to be filled in with the requested amount in order for cell <b>B20</b> to turn green
- Your Total Project Expenses and your Total Revenue should be the same numbers.
- <b>Cell B20</b> will also turn green if the number matches the total "requested grant amount".
- The Breakdown of the total cost should equal what your entire project will cost. If the amount you are requesting will fund your total project, then Cells B20, C20, and D20 will be the same.
- The "Committed" column in the <b>REVENUE</b> section should reflect any funds you have already received, or know you will receive, toward this project.
- The "Pending" column in the <b>REVENUE</b> section should reflect any funds you are requesting from the Community Foundation, as well as other funding that is pending, but not yet official. (The amount you are requesting in this grant application should be listed as a "pending" grant in the "Foundations" line item.) Please note that the goal of your REVENUE section of the budget is to show how your entire project will be funded.
- If there are any questions please email <a href="mailto:relkie@cfnem.org">relkie@cfnem.org</a> .
-The expense and revenue options in column A are not meant to be changed, if you have something that doesn't fit the list, put it in other.

### **EXAMPLE:**

**Lets say the max grant amount you can request is \$2,500**

**You are looking to fund a project in total for \$3,800**

**You already have \$500 from donations from individuals**

**You are adding the requested \$2,500 to pending**

**Finally, you are hoping to get that final \$800 from businesses donating around town**

**Cell B20 equals Cell D3 - so the cell turns green**

**Cells D20 and D38 equal - so both of those cells turn green**

**You know that you are now done with the budget because everything equals and is green**