

# Project Budget Format

Please read the following carefully before you complete your Budget Worksheet.

A budget must be completed for each year of anticipated support. Whether you are requesting operating or project support, the budget should conform to the time period for which funds are being requested. For example, year 1 would be the period January 1, 200 , to December 31, 200 , year 2 would be the period from January 1, 200 , to December 31, 200 . If you receive a grant, this budget/budgets will be the basis for your financial reporting throughout the grant period.

For your convenience, a Budget Worksheet is attached. Please use the Worksheet to enter budget figures. Feel free to attach additional narrative sheets when the space allotted on the Worksheet does not provide enough room.

The budget should be specific. The following revenue and expense guidelines will help you decide what should be included. Not all categories listed may apply to your budget. Please use only those that apply to your anticipated revenues and expenditures.

Identify each source of revenue, such as **Other Grants/Contributions** and **In-Kind Contributions** by entering the amounts on the Worksheet. In the narrative please indicate whether funds are committed or anticipated. If the funds have NOT been committed, indicate the status as follows:

- A. Funds anticipated. Request submitted on (Date), decision to be made by (Date).
- B. Request to be submitted by (Date) for decision by (Date).

**Full-Time Staff** and **Part-Time Staff** - Include all staff salaries allocated to the project. In the narrative identify each position by title, salary and percentage of time devoted to the project.

**Fringe** - Include related benefits and taxes allocable to the salaries listed above. Identify percentage of salary expenses on the Worksheet.

**Consultants** - Include all fees, honoraria and expenses paid for consulting and professional services of individuals or organizations that are not paid staff of your organization. Identify consultants and anticipated costs individually in the narrative.

Include internships under "**Stipends**" on page 2, but detail total stipends, housing and related items for interns, the number of internships, stipend per intern, and how the value of housing and related costs are determined in the narrative.

Rent and utility expenses required for a facility other than the agency's headquarters, required solely to carry out the project, should be listed as a line item under the "**Rental**

**Facilities**” category. The proposed budget narrative should provide a breakdown of these additional costs as well.

**Equipment** - Identify each item of equipment and cost as well as costs of equipment maintenance. In the narrative include all items over \$500. Identify equipment being maintained and its relevance to the project in the narrative.

**Direct Postage/Telephone** - Include telecommunications expenses, postage and delivery expenses. Identify how anticipated usage is determined.

**Printing/Copying/Mailing** - Include expenses for production of all printed materials including cost of mailing services. Identify specific publications, number of copies planned, and anticipated size of each publication run in the narrative

**Supplies** - Include office supplies, subscriptions, books and other materials.

**Travel/Lodging** - Include all air and rail fares and auto allowances. In the narrative list the number of trips, destinations and purposes, conferences and meetings attended, detailing the facility, registration, meal and hotel expenses as well as identify the purpose and attendees.

**Indirect Costs** - The Foundation does not support overhead or administrative costs of the general operation of your organization. The Foundation will support indirect costs that are an integral part of the project under consideration. Include any items not specifically listed in other sections of the Worksheet. In the narrative detail both the components of these line items as well as the allocation method(s) used.

# THE ARTHUR FOUNDATION

## Letter of Inquiry

### Budget Worksheet

Use the lines that are Relevant to your project, using the blank lines as needed. It is not necessary to have expenses in all budget lines. List "Funds Requested from The Arthur Foundation" (TAF) and how they will be spent in Column A. Under "Other Grants/Contributions" list the name of foundations/organizations making a grant/contribution and in Column B list the grant/contribution amount. List "Fees for Services" and "In Kind Contributions" in Column B. Show total of Column A + Column B in Column C.

### Revenue & Support

**A**

**B**

**C**

<b>Funds Requested from TAF</b>			
<b>Fees for Service</b>			
<b>Other Grants/Contributions</b>			
<b>In-Kind Contributions (value)</b>			
<b><i>Total Revenue &amp; Support</i></b>			

### Expenses

#### *Personal Expenses*

<b>Full-Time Staff (# ) Salary &amp; Wages</b>			
<b>Part-Time Staff (# and % FTE)</b>			
<b>Fringe (@ %)</b>			
<b>Agency Sub-Contracts</b>			
<b>Consultants</b>			
<b><i>Total Personal Expenses</i></b>			

*Other Than Personal Expenses (OTPE)*

<b>Stipends</b>			
<b>Rental Facilities</b>			
<b>Equipment</b>			
<b>Direct Postage/Telephone</b>			
<b>Printing/Copying/Mailing</b>			
<b>Supplies</b>			
<b>Travel/Lodging</b>			

**Indirect Costs**

Indirect Costs (Overhead costs or administrative costs are not allowable; these would be expenses necessary for the general operation of the organization, such as building utilities and administrative staff salaries. The Indirect Costs referred to in this line are all other costs directly related to the project, such as rent and utilities for separately rented facilities, insurance costs directly related to the project, etc.

<b><i>Total OTPE</i></b>			
<b>Total Operating Expenses</b>			