A budget is just a financial document that provides an overview of how an organization is planning to spend the money.

It MUST be centered around the primary goals and objectives of the organization; and,

Generally, must be in accordance with its defined mission.
WHY?

Strategic value of good cost data is so important:
- Tracks your financial goals
  - The project road map
- Organizes your spending
- Strengthens financial sustainability
  - Timely review of financial reports
  - Advance planning
- Provides internal controls
  - Monitor finances
  - Better protections against fraud
  - Accountability and transparency

BUDGETING LINE ITEMS

- Analyze your program/project design
- Decide what activities, personnel, supplies and other assets will be required to implement it and achieve goals
- Categorize the items into budget classifications
- In general, budget categories are: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other and Indirect Costs
PERSONNEL

- Existing staff costs
- Hiring new employees
  - Compare with similar organizations to determine what the average salary is for similar program positions
- Online sources – Payscale or Glass Door
- Indicate if hourly or salary positions

Executive Director - Oversees the preschool programming and will spend 75 hours over a four month period in coordination with Head Start, PFL Day Care and other preschools. Annual salary is $19,500/year at 1300 hours (.625FTE); $15/hour x 75 hours = $1,125
FRINGE BENEFITS

- Taxes and benefits an organization must pay an employee
- Based on salary or hourly rate, they typically range from 20% to 40%
- Required by law – FICA (social security and medicare); FUTA; SUTA; and, WC
- Others may include retirement, health insurance, sick/vacation pay, childcare leave
- In some grant apps it’s a good idea to note “Standard Government Fringe Benefits Package as Required by Law”

| Executive Director Fringe Benefits including FICA | ($1,125x.0765=$86.06); FUTA | ($1,125x.0125=$14.06); and, WC | ($1,125x.030452=$38.31) |
**TRAVEL**

- Provide precise formulas
- Provide documentation for why travel is necessary
  - Include the cost of a plane ticket, the price of a hotel per night and the number of nights you will be staying, and a food allowance.
- Use realistic but conservative figures
- Good resource is MT Dept. of Admin – Employee Travel Policies
- Use www.gsa.gov if applying for federal grant funding

**EQUIPMENT**

- Equipment purchases are often scrutinized
- Generally $5,000 expense or more
- Provide good documentation of need
  - Well defined
  - Specifications
  - Two or more cost estimates
Many funders qualify or define supplies in different ways
Always clarify with the funding source before including items in this section
Break down supplies into categories such as:
- General office supplies
- Printing supplies
- Educational and training supplies
- Computer supplies
- Postage

Printer paper ($10); Toner ($25); Staples/Hanging Materials ($5)
CONTRACTUAL

- Accountants, bookkeepers, auditors, teaching staff
- Usually operate under a specific contract for services
- Saves on costs (i.e., fringe benefits, onboarding)
- Sometimes for expertise you lack or extra help you need during busy times, such as for development or program design

CONSTRUCTION

- Pre-engineering/architecture
- Final engineering
- Staging
- Actual construction
- Construction management
- Contingency
OTHER

- Fees for training***
- Dues
- Periodicals
- Outreach materials
- Meeting expenses (food/drinks; literature)
- Marketing/advertising

*** This category is critical to incorporate when you seek competitive funding because training expenditures show your non-profit organization’s investment in its human capital.

<table>
<thead>
<tr>
<th>Category</th>
<th>$40.00</th>
<th></th>
<th>$40.00</th>
<th></th>
<th>$40.00</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses - Other</td>
<td></td>
<td>100%</td>
<td></td>
<td>100%</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Gallery Space Overhead including monthly rent/utilities ($400/mo x 12 months/52 weeks = $92.30/wk @ 2 weeks = $184.60)</td>
<td>184.60</td>
<td></td>
<td>184.60</td>
<td></td>
<td>184.60</td>
<td></td>
</tr>
<tr>
<td>Liability/Property Insurance ($550/yr/52 weeks = $10.50/wk @ 2 weeks = $21.00)</td>
<td>21.00</td>
<td></td>
<td>21.00</td>
<td></td>
<td>21.00</td>
<td></td>
</tr>
<tr>
<td>Phone/Internet Service required for communication with parents, collaborators and staff ($4.00/wk @ 2 weeks = $8)</td>
<td>8.00</td>
<td></td>
<td>8.00</td>
<td></td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>Postage including mailing of invitations and program announcements (200 members @ $.35/mailing = $70)</td>
<td>70.00</td>
<td></td>
<td>70.00</td>
<td></td>
<td>70.00</td>
<td></td>
</tr>
<tr>
<td>Printing including posters, invitations and handouts ($20 for posters; $109 for invitations)</td>
<td>129.00</td>
<td></td>
<td>129.00</td>
<td></td>
<td>129.00</td>
<td></td>
</tr>
<tr>
<td>Advertising including Livingston Enterprise ads and dissemination of posters</td>
<td>132.40</td>
<td></td>
<td>132.40</td>
<td></td>
<td>132.40</td>
<td></td>
</tr>
<tr>
<td>Social Media posts through Facebook Events and MailChimp (4 hours @ $15/hour)</td>
<td>60.00</td>
<td></td>
<td>60.00</td>
<td></td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td>Reception Supplies including healthy snacks and drinks</td>
<td>40.00</td>
<td></td>
<td>40.00</td>
<td></td>
<td>40.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Operating/Other Expenses: $783.00

Gallery Space Overhead including monthly rent/utilities ($400/mo x 12 months/52 weeks = $92.30/wk @ 2 weeks = $184.60)
Liability/Property Insurance ($550/yr/52 weeks = $10.50/wk @ 2 weeks = $21.00)
Phone/Internet Service required for communication with parents, collaborators and staff ($4.00/wk @ 2 weeks = $8)
Postage including mailing of invitations and program announcements (200 members @ $.35/mailing = $70)
Printing including posters, invitations and handouts ($20 for posters; $109 for invitations)
Advertising including Livingston Enterprise ads and dissemination of posters
Social Media posts through Facebook Events and MailChimp (4 hours @ $15/hour)
Reception Supplies including healthy snacks and drinks
**BUDGET NOTES SECTION**

- Use this section for any other information you feel might provide additional clarification.
- If there is too much to share here about the budget, you may want to attach a budget justification.

**JUSTIFICATION**

- For each line in your budget, present:
  - the budget category
  - the specific line item
  - a breakdown of how you got those costs along your justification for the item.

**Category:** Supplies  
**Line Item:** $75  
**Breakdown:** Paper ($25); Toner ($30); Staples and Hanging Materials ($20)  
**Justification:** For use in handouts and art production and display supplies.
• Indirect costs compensate an applicant for the overhead of running a grant program or project – they support the overall management of the organization.
  • Auditing
  • Insurance
  • Legal
  • Rent
  • Telephone and internet expenses
  • Utilities

• Make sure that you have a “current” federally negotiated indirect cost rate with the funder or another cognizant agency.

• Indirect costs are usually calculated based on allowable direct costs. For example, some agencies only allow you to apply the first $25,000 of the contracted funds to your indirect cost calculation.
IN KIND

- Goods or services donated to the organization.
- These services/contributions are often allowed as matching funds.
- Base the value of these services or goods on their "market value."
  - For example, a volunteer working in an unskilled position would be calculated at minimum wage rates.
  - Also helpful is the Independent Sector's annual estimate of the worth of a volunteer's time in each state.
    - Federal average is $25.43/hr
    - State of Montana is $23.09/hr
IN KIND

- Examples include:
  - Corporate or board member volunteers
  - Pro bono professional services
  - Advertising
  - Donations of supplies and equipment
  - FMV of rent for office space, utilities, insurance
MATCHING SOURCES

- Matches can be provided via:
  - In-kind (goods, equipment use and services)
  - Cash
- Read funder guidelines about how they calculate budget matches
  - Some vary from application to application.
- Some matches are calculated on a maximum budget amount; others on an open-ended budget amount.
- Matches can also be calculated as a percentage of the total request made to the funder or are based on the total project cost.

OTHER FUNDERS

- Matches can be identified as:
  - Committed (show the commitment in an attachment)
  - In Review Phase
  - Application to be Submitted
ACCEL WITH EXCEL !!!

FUN FACT
Accel is an abbreviation of the word ACCELERANDO
A word used in music to indicate a gradual increase in pace!

ACCEL WITH EXCEL !!!

- Allows for clear, concise way to review.
- Allows budget categories to have separate line items.
- Provides accurate calculations.
- Allows space for budget justifications in line with the budget amount.
- Takes advantage of so many formulas.
- Ability to have multiple worksheets within a workbook.
- Save Excel document as a PDF and insert into application as part of narrative or as an attachment.
### Using Your Budget to Assist with Reporting Requirements

- Add columns and worksheets to keep track of expenses you have incurred and balances left in your actual budget.
- Coordinate worksheet totals via formulas.
- Use these forms to accompany budget amendment requests with the funder(s).
- Always double check formulas with a calculator backup!

---

#### The Park County Community Foundation Community + Collaborative Grant Budget Form - 2020

**How to use this template:** Enter budget line items and the estimated total expense in each category (such as Personnel, Contracted Services, or Travel/Training) for the project/program you are requesting grant funds for. Then indicate how much you are requesting from the Community Foundation in each category and identify any other secured funding sources (possibly including program revenue streams, if applicable.)

Move your mouse over the red triangles to access helpful information about how to fill out the various parts of this form. If you need to include notes, use the Budget Notes area below.

---

#### Table: Budget Line Item Descriptions

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Estimated Expenses</th>
<th>Funder Requested</th>
<th>Percentage of Total</th>
<th>Amount of Secured Funding</th>
<th>Percent Already Received</th>
<th>Final Report Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td>Year 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Director</td>
<td>Oversees preschool programming and will spend 75 hours over a four month period in coordination with Head Start, PFL Day Care and other preschools. Annual salary is $19,500/year at 1300 hours (.625FTE); $15/hour x 75 hours $1,125.00</td>
<td>$1,125.00</td>
<td>$1,125.00</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$1,125.00</td>
</tr>
<tr>
<td>Executive Director Fringe Benefits</td>
<td>($1,125x.0765=$86.06); FUTA ($1,125x.0125=$14.06); WC ($1,125x.030452=$38.31)</td>
<td>$140.00</td>
<td>$140.00</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$140.00</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td></td>
<td>$1,265.00</td>
<td>$1,265.00</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$1,265.00</td>
</tr>
<tr>
<td><strong>Contracted Services</strong></td>
<td>Year 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer hours</td>
<td>Display activities (6 hrs@2 persons@$15/hr = $180); Reception Staffing (1 hr@4 persons@$15/hr = $60); Gallery Staffing ($10 hrs@1 person@$15/hr = $150); Associated Benefits @ $390x.123052 = $48</td>
<td>$438.00</td>
<td>$0.00</td>
<td>0%</td>
<td>$438.00</td>
<td>100%</td>
<td>$438.00</td>
</tr>
<tr>
<td><strong>Total Contracted Services</strong></td>
<td></td>
<td>$438.00</td>
<td>$0.00</td>
<td>0%</td>
<td>$438.00</td>
<td>100%</td>
<td>$438.00</td>
</tr>
<tr>
<td><strong>Travel/Per Diem/Training</strong></td>
<td>Year 1</td>
<td>$0.00</td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>Year 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printer paper</td>
<td>($10); Toner ($25); Staples/Hanging Materials ($5)</td>
<td>$40.00</td>
<td>$40.00</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$40.00</td>
</tr>
<tr>
<td><strong>Total Equipment</strong></td>
<td></td>
<td>$40.00</td>
<td>$40.00</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$40.00</td>
</tr>
<tr>
<td><strong>Operating Expenses/Other</strong></td>
<td>Year 1</td>
<td>$0.00</td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td>$0.00</td>
</tr>
<tr>
<td>Gallery Space Overhead</td>
<td>including monthly rent/utilities ($400/mo x 12 months/52 weeks = $92.30/wk @ 2 weeks = $184.60)</td>
<td>$184.60</td>
<td>$184.60</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$184.60</td>
</tr>
<tr>
<td>Liability/Property Insurance</td>
<td>($550/yr/52 weeks = $10.50/wk @ 2 weeks = $23.00)</td>
<td>$23.00</td>
<td>$23.00</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$23.00</td>
</tr>
<tr>
<td>Phone/Internet Service</td>
<td>required for communication with parents, collaborators, and staff ($4.00/wk @ 2 weeks = $8)</td>
<td>$8.00</td>
<td>$8.00</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$8.00</td>
</tr>
<tr>
<td>Postage including mailing of invitations and program announcements (200 members @ $.35/mailing = $70)</td>
<td>$70.00</td>
<td>$70.00</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Printing including posters, invitations and handouts ($20 for posters; $109 for invitations)</td>
<td>$129.00</td>
<td>$129.00</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$129.00</td>
<td></td>
</tr>
<tr>
<td>Advertising including Livingston Enterprise ads and dissemination of posters</td>
<td>$182.40</td>
<td>$182.40</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$182.40</td>
<td></td>
</tr>
<tr>
<td>Social Media posts through Facebook Events and MailChimp (4 hours @ $15/hour)</td>
<td>$60.00</td>
<td>$0.00</td>
<td>0%</td>
<td>$60.00</td>
<td>100%</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Reception Supplies including healthy snacks and drinks</td>
<td>$45.00</td>
<td>$0.00</td>
<td>0%</td>
<td>$45.00</td>
<td>100%</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating/Other Expenses</strong></td>
<td></td>
<td>$702.00</td>
<td>$597.00</td>
<td>85%</td>
<td>$105.00</td>
<td>15%</td>
<td>$702.00</td>
</tr>
<tr>
<td><strong>Total Estimated Project Costs</strong></td>
<td></td>
<td>$2,445.00</td>
<td>$1,902.00</td>
<td>78%</td>
<td>$543.00</td>
<td>22%</td>
<td>$2,445.00</td>
</tr>
</tbody>
</table>
### Budget Line Item Description for this Request

#### Estimated Expenses

- **June 2020**
  - Executive Director - Oversees the preschool programming and will spend 75 hours over a four month period in coordination with Head Start, PFL Day Care and other preschools. Annual salary is $19,500/year at 1300 hours (0.625 FTE); $15/hour x 75 hours = $1,125.00
  - Total: $1,125.00
- **July 2020**
  - Executive Director Fringe Benefits including FICA ($1,125 x .0765 = $86.06); FUTA ($1,125 x .0125 = $14.06); and WC ($1,125 x .030452 = $38.31)
  - Total: $140.00
- **August 2020**
  - Total: $0.00
- **Remaining Balance**: $1,265.00

#### Total Expenses

- **$1,265.00**
- **$375.00**
- **$350.00**
- **$350.00**
- **$375.00**
- **$1,265.00**

---

### BUDGET “BADS”

- Don’t use last year’s budget without considering the current program’s need – things change!
- Don’t exclude your staff and board in the planning stage.
  - When setting up a budget, make sure that it easily accessible and editable.
- Don’t create just one budget for all fundraising programs. It is imperative that each program has its own budget.
QUESTIONS

kgalbraith@parkcounty.org