

SAMPLE BUDGET

This sample provides an example to assist partners when drafting their program budget. PLEASE FILL THE TEMPLATE OUT BASED ON YOUR REQUESTED GRANT PERIOD. **Example: If you are requesting only one year of funding, fill out the budget for year one and leave the other two years blank; if requesting two years, fill out year one and two, leave year three blank.** Please direct all budget inquiries and questions on utilizing the budget template to Monica Brown at ideas@thegrhf.org or call 585-258-1710. Please allow up to 48 hours for a response.

When populating budget information all amounts will automatically tabulate to "Total Grant" page. This page requires **NO** entry. This will allow you to see the total of all categories.

Organization	Project Title: The Best Program Ever										
	FROM					TO					
The Best Organization Ever	1-Sep-26					31-Aug-29					
PERSONNEL - The Personnel section should only be used for organization employees. Services provided by individuals that are not employees of the organization should be listed in the Contractual section. Use one line per employee. Please provide position descriptions on Personnel Justification tab. Living Wage Note: In recognition of the many efforts in the Rochester community related to fighting poverty, the Health Foundation promotes a minimum living wage of at least \$24/hour. We understand that this is not feasible for all organizations, as it may not align with internal organizational practices and policies. Therefore, at a minimum, a \$15/hour rate should be used for all grant related jobs. This applies to Contractual Costs that would be listed below.											
NAME/ ROLE ON PROJECT	BASE SALARY	MONTHS ON PROJECT YEAR 1	FTE or % EFFORT YEAR 1	SALARY REQUESTED YEAR 1	MONTHS ON PROJECT YEAR 2	FTE or % EFFORT YEAR 2	SALARY REQUESTED YEAR 2	MONTHS ON PROJECT YEAR 3	FTE or % EFFORT YEAR 3	SALARY REQUESTED YEAR 3	SALARY REQUESTED FULL PROGRAM
Jamila Brown - Director of Programs	\$ 75,000.00	12	0.05	\$ 3,750	12	0.05	\$ 3,863	12	0.05	\$ 3,978	\$ 11,591
Dan Munster - Program Coordinator	\$ 55,111.00	12	1.00	\$ 55,111	12	1.00	\$ 56,764	12	1.00	\$ 58,467	\$ 170,342
To Be Hired (TBH) - Outreach Coordinator	\$ 50,000.00	10	1.00	\$ 41,667	12	1.00	\$ 51,500	12	1.00	\$ 53,045	\$ 146,212
For each staff listed above, provide information on how the role(s) connect to the function of the project in the 'Personnel Justification' tab.											
SALARY SUBTOTAL				\$100,528					\$112,127		
FRINGE AND PAYROLL TAXES - This is the total of fringe benefits and payroll taxes for above requested salary. Include employer portion of FICA, and state and federal unemployment taxes.								YEAR 1	YEAR 2	YEAR 3	TOTAL
10% of total salary requested for payroll taxes + 12% Fringe Benefits = 22%								\$22,116	\$24,668	\$25,408	\$72,192
CONTRACTUAL COSTS - The Contractual expenditure category should describe costs for subcontractors necessary to complete the project. This includes consulting and personal services subcontracts. Please provide us with a quote including a description of work to be performed, how costs were calculated, and the timeframe for any subcontracts \$5,000 and over.								YEAR 1	YEAR 2	YEAR 3	TOTAL
Subcontract with agency EFG to provide estimated 25 - 27 hours monthly of therapeutic counseling x estimated \$75 per hour x 12 months = \$25,000								\$25,000	\$25,000	\$25,000	\$75,000
								\$0	\$0	\$0	\$0
								\$0	\$0	\$0	\$0
								\$0	\$0	\$0	\$0
CONTRACTUAL COSTS SUBTOTAL								\$25,000	\$25,000	\$25,000	\$75,000
EQUIPMENT AND SUPPLIES - This category should encompass all equipment and supplies needed for the project. This can be any equipment or supplies you deem appropriate for both program/staff/participants, etc. General office supplies not used exclusively for the project should not be included. Any single item over \$5,000 with a useful life of greater than one year should be included as part of capital costs.								YEAR 1	YEAR 2	YEAR 3	TOTAL
Materials for Clients (i.e. journals, fidget tools, anti-anxiety/breathing texture items etc. for monthly meetings for each client, \$15/client, 10 clients per meeting = \$150 per meeting x 12 meetings = \$1,800/year								\$1,800	\$1,800	\$1,800	\$5,400
								\$0	\$0	\$0	\$0
								\$0	\$0	\$0	\$0
								\$0	\$0	\$0	\$0
EQUIPMENT SUBTOTAL								\$1,800	\$1,800	\$1,800	\$5,400
TRAVEL - This expenditure category should include all in-state and out-of-state travel expenses. In the description, indicate how many staff will be traveling, detail cost estimates for airfare, mileage, ground transportation, lodging, etc. Include any mandatory meetings. Agencies that have established policies for reimbursement of travel expenses should treat all funds from GRHF in accordance with those policies.								YEAR 1	YEAR 2	YEAR 3	TOTAL
2 Conference for 2 staff -Lodging: \$2,000, Airfare: \$700, Ground Transportation: \$200, Meals: \$600 Seminar/Conference Fees: \$2,000 = \$5,500 year								\$5,500	\$5,500		\$11,000
Local travel for required meetings, trainings, and events: 2 staff x 300 miles x 0.72/mile = \$210 x 12 months/year = \$2,592								\$2,592	\$2,592	\$2,592	\$7,776
								\$0	\$0	\$0	\$0
								\$0	\$0	\$0	\$0
TRAVEL SUBTOTAL								\$8,092	\$8,092	\$2,592	\$18,776
OTHER COSTS - The other costs category should encompass all other costs needed for the programs entirety. Explain the cost-basis for each item listed as other direct project costs such as marketing costs, postage, printing, meeting, or honoraria. Software purchases and rent may not be listed.								YEAR 1	YEAR 2	YEAR 3	TOTAL
Food for Clients during meetings, 1 meeting per month for 10 clients @ \$100/per meeting x 12 meetings a year = \$1200/year								\$1,200	\$1,200	\$1,200	\$3,600
Office Supplies - \$600 General office supplies for project staff /year								\$600	\$600	\$600	\$1,800
Cell Service - Cell phone reimbursement for two exempt staff at \$125 x 12 month = \$1500/year								\$1,500	\$1,500	\$1,500	\$4,500
								\$0	\$0	\$0	\$0
								\$0	\$0	\$0	\$0
OTHER COSTS SUBTOTAL								\$3,300	\$3,300	\$3,300	\$9,900
SUBTOTAL OF ALL DIRECT COSTS								\$160,836	\$174,987	\$173,590	\$509,413
INDIRECT COSTS - Simply, they are general expenses that support a project but are not tied to a specific activity. They may include expenses such as rent, utilities, office administration, shared supplies, shared staff time, etc. Unlike direct costs, which are specifically linked to project activities, indirect costs help cover the overall operations that make the project possible. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or grant account. Typical indirect costs include depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting. Indirect costs are also called Facilities and Administration costs (F&A) at some agencies. Indirect costs are allocated in a variety of methodologies in order to compute an indirect cost rate and differ from administrative costs in most cases. A program employee, for example, can be considered administrative and not be included in an agency's indirect costs.											
DO NOT FILL IN - WILL BE CALCULATED POST RECOMMENDATION											
CAPITAL COSTS - Please use this column to describe any capital costs. These are not part of the indirect cost calculation. Capital costs include those items over \$5,000 with a useful life of greater than one year. These can be purchases of equipment, software, leasehold improvements, building and land improvements, furniture and fixtures, phone systems, network equipment, PC equipment, printers, office equipment, and data processing equipment. Please provide us with a quote for any items listed below.								YEAR 1	YEAR 2	YEAR 3	TOTAL
Software for client management system = \$6,200 for set up and 3 year software use								\$6,200	\$0	\$0	\$6,200
								\$0	\$0	\$0	\$0
CAPITAL COSTS SUBTOTAL								\$6,200	\$0	\$0	\$6,200
TOTAL GRHF FUNDING REQUEST								\$167,036	\$174,987	\$173,590	\$515,613
OTHER FUNDING - Includes: (1) cash and other sources of external funding (i.e., other grant funding), (2) in-kind contributions such as salaries, equipment, tuition, waived indirect costs, space, volunteers and other direct costs, and (3) revenue generated from the project that will be applied to the project.								YEAR 1	YEAR 2	YEAR 3	TOTAL
In-Kind donation for program and participants = \$30,000/year; Foundation ABC \$42,000; State Funding EFG \$25,000								\$97,000	\$97,000	\$97,000	\$291,000
CAPITAL COSTS SUBTOTAL								\$97,000	\$97,000	\$97,000	\$291,000
TOTAL COSTS OF PROGRAM BUDGET								\$264,036	\$271,987	\$270,590	\$806,613