

III. SAMPLE Budget

Organization Name/Project Heritage Partners Inc. / Interpretive Panels : Lecture

Grants are available for \$500 to \$2500. You must show a dollar-for-dollar match of your grant request, of which at least 50% must be cash. See FY19 Guidelines for further information and eligible expenses.

Total Project Expense: \$ 7000 (Column A subtotal)
 Grant Request: \$ 2500 (Column B subtotal)

		EXPENSES					
Specific Service		A Total Expense	B Grant Funds	C Cash Match	D In-Kind Match	E Add'l Cash Expense (if applicable)	F Add'l In-Kind Expense (if applicable)
Professional Services Paid and/or <u>donated</u> <u>10</u> hour/s @ \$ <u>75</u> /hour	<u>GRAPHIC DESIGN</u>	\$ <u>750</u>	\$ _____	\$ _____	\$ <u>750</u>	\$ _____	\$ _____
Professional Services Paid and/or donated ____ hour/s @ \$ _____ /hour	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Volunteers <u>6</u> hour/s @ \$25/hour	<u>SIGN INSTALLATION</u>	\$ <u>150</u>	\$ _____	\$ _____	\$ _____	\$ _____	\$ <u>150</u>
Space/Equipment Rental Paid or donated	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Materials/Supplies Paid or donated	<u>3 SIGNS : Frames @ \$1700/ea</u>	\$ <u>5100</u>	\$ <u>2500</u>	\$ <u>750</u>	\$ _____	\$ <u>1850</u>	\$ _____
Other, paid or <u>Donated</u>	<u>RESEARCH/WRITER 20 hrs @ \$25</u>	\$ <u>500</u>	\$ _____	\$ _____	\$ <u>500</u>	\$ _____	\$ _____
Other <u>paid</u> or donated	<u>CATERING</u>	\$ <u>500</u>	\$ _____	\$ <u>500</u>	\$ _____	\$ _____	\$ _____
SUBTOTALS		\$ <u>7000</u>	\$ <u>2500</u>	\$ <u>1250</u>	\$ <u>1250</u>	\$ <u>1850</u>	\$ <u>150</u>
TOTAL PROJECT EXPENSE		\$ <u>7000</u>					

NOTE: For each line on this Budget Expense page, column A (Total Cost) must equal the sum of columns B thru F.
 The subtotal for column C (Cash Match) must equal at least 50% of your Grant Request.
 The Sub-Totals of column C (Cash Match) + column D (In-Kind Match) must equal the sub-total of column B (Grant Funds).

INCOME

	Specify Source	Cash Income	In-Kind Income
Earned Cash Income: Tickets, Admissions, Tuition, Fees, etc.	_____	\$ _____	
Contributed Cash Income: Donations, Foundation Grants	_____	\$ 500	
Government Cash Support: Local, State & Federal	<u>COUNTY GRANT</u>	\$ 2000	
Donated Professional Services Valued @ \$ 75 /hour	<u>GRAPHIC DESIGN</u>		\$ 750
Volunteers Valued @ \$25/hour	<u>WRITER/RESEARCH, INSTALLATION</u>		\$ 650
Other Income or Cash on Hand Cash or In-kind	_____	\$ _____	\$ _____
Other Income or Cash on Hand Cash or In-kind	_____	\$ 600	\$ _____
SUB-TOTALS		\$ 3100 (A)*	\$ 1400 (B)**
HM GRANT REQUEST		\$ 2500	(C)
TOTAL PROJECT INCOME = A + B + C (Must equal TOTAL PROJECT EXPENSE on page 1)		\$ 7000	

* A must equal at least 50% of HM Grant Request

** B must equal no more than 50% of HM Grant Request