

## **Budget Guidelines**

### **1. Budget Heading**

- Specify the budget period (ex. December 1, 2013- November 30, 2014).
- Specify requested amount and the total cost of the budget.

**2. Revenue** –If the requested amount is different from the total cost of the project or campaign, itemize all confirmed and anticipated sources of revenue (other foundations, fundraising efforts, etc.), and provide a revenue total. Indicate the amount of funds for this project, if any, that will be drawn from operating budget and/or endowment.

**3. Expenses** – Itemize your expenses and provide an expense total. Include any additional items relevant to you particular program/project.

### **4. Narrative**

- A list of assumptions on which the budget was based.
- An explanation of any unusual budget items.
- In-kind expenses and donations or matching funds should also be described.
- If your organization has affiliates and/or subsidiaries, explain.

## **EXAMPLE BUDGET**

### **Building a Mental Health Community (January 1, 2014- December 31, 2014)**

**Requested Amount: \$10,000**

**Total Project Cost: \$45,000**

Revenue	Committed	Pending
Foundation Grants		
ABC Foundation	\$ 25,000.00	
123 Foundation		\$ 10,000.00
Fundraiser	\$ 5,000.00	
In-Kind Support	\$ 5,000.00	
<b>TOTAL REVENUE</b>	<b>\$ 35,000.00</b>	<b>\$ 10,000.00</b>

Expenses	Amount Requested in This Proposal	Total Project Expense
Salary and Wages	\$ 4,000.00	\$ 30,000.00
Benefits	\$ 500.00	\$ 5,000.00
Travel	\$ 500.00	\$ 500.00
Consultants	\$ 5,000.00	\$ 5,000.00
Supplies		\$ 1,000.00
Communications		\$ 2,500.00
Rent/Utilities		\$ 1,000.00
<b>TOTAL EXPENSE</b>	<b>\$ 10,000.00</b>	<b>\$ 45,000.00</b>

**Budget Narrative:**

We raise \$5,000 at our annual dinner benefit. The in-kind support will be from our volunteers helping to run the program. We are working with a consultant to build an anti-stigma campaign for communities. The consultant will help write a script to engage community members to open up about stigma. Travel expense is for the consultant. The outreach specialist's salary will be compensated with this grant in order to work with consultant and volunteers.

Outreach specialist salary is based on United Way's *Wage and Benefit Survey of Southwestern Pennsylvania Nonprofit Organizations 2012*. We had an RFP for a consultant and were quoted with the above amount.