I³ Digital
GULF COAST COMMUNITY FOUNDATION

Grant Budget Breakdown

Revenues
- Reflect all funding sources – committed or pending
  - Fees, product sales
  - Contributions
  - Grants
  - Contracts
  - In kind
- Create balanced budget where revenues and expenses match
- If a funder requires a match – clearly illustrate how that will be met

Direct Expenses
- Program staff salaries and benefits
- In-kind – value of volunteer time
- Office/facility space
- Supplies
- Equipment
- Program-related travel
- Printing/copies

Indirect Expenses
- Overhead or administrative costs
  - Executive Director salary
  - Accounting, insurance, executive staff insurance, occupancy costs, support staff
  - Telephone
  - Equipment (connected to organization)
  - Printing and copying
  - Postage/shipping

  NOTE: Not all funders pay for this explicitly, but these are critical costs to implementing your program!

In-Kind
- In-Kind Expenses (donated goods and volunteer time)
  - Illustrates full scope of program
  - Demonstrates community support
- Don't spread yourself too thin – have back up funds in case an in-kind piece falls through
- In-Kind is shown as income (value of time/service) and expense (cost associated with project)
- ◇ How much in-kind should you reveal?
- ◇ Be aware of stacking your budget with too much in-kind and not enough cash

Narrative
- Opportunity to underscore reasoning behind the numbers
- Explain your calculations to the reader
- Potential to discuss sustained funding sources
- Illustrate potential future funding streams

Note: Understand which format the funder requires - line item or full description

I3 Digital, Your Online Capacity Building Resource