

Sample Project Budget with Narrative*

Numbers included are examples only

Category	Total	VCF	Other	In-Kind	Narrative: Use the narrative column to provide details about how you arrived at the amounts provided.
Income					
Grants	\$6,500	\$5,000	\$1,500		Identify additional grant funding and amounts in this line. Include detail in the narrative column, ex. Family Foundation Grant, Rotary Grant, etc.
Other Funding	\$3,000		\$2,000	\$1,000	Other Funding might include funds from an organization, private funder, business partner, or other source. Include detail of the source in the narrative column, ex. \$X Fund contribution, \$X business donation for printing and advertising, etc.
Fundraising	\$2,500		\$2,000	\$500	Funds that have been raised as a direct appeal toward funding this project
Donations	\$350		\$350		Donations might come from individuals, and may or may not have been earmarked for a specific project.
Total Income	\$12,350	\$5,000	\$5,850	\$1,500	
Expenses					
Staff	\$4,000	\$2,000	\$2,000		Include details about what positions, expected time applied to project, and hourly rate. Example: project coordinator for 5 hours a week for 10 weeks at \$20 per hour = \$1,000, and an additional 25% for benefits = \$1,250.00
Materials	\$1,000	\$1,000			Include number and cost per unit of materials to be purchased. Include detail of materials in the narrative column.
Advertising and Marketing	\$1,500			\$1,500	In-kind donation for advertising
Postage and mailing	\$350		\$350		Local mailing of event flyer
Supplies	\$500		\$500		Supplies may include card stock, tape, or posters for the program; include detail of supplies in the narrative column.
Event expenses	\$4,000	\$2,000	\$2,000		If you are planning to use the VCF grant for an event, please add appropriate categories such as rental of space, artist costs, policing, etc. as appropriate. Include detail of these expenses in the narrative column, ex. space rental of \$200 X 10 hours, policing \$50 X10 hours, Band \$150 X 10 hours
Indirect costs	\$1,000		\$1,000		Indirect costs include those not contributing to the project directly, but necessary for the successful functioning of the organization. These may include office rent and management, accounting services, website, and other critical software. It is not necessary to itemize these costs.
Total Expenses	\$12,350	\$5,000	\$5,850	\$1,500	
<p>*Note: This is one example of a sample budget format that could be used for grant applications. It includes a total for each category (examples only – customize income and expense categories as needed for your project). Providing clear information about what the grant funding from the VCF will cover is important: the third, shaded column allows you to identify specifically where/how the funds from the VCF will be used. The Other and In-Kind columns are useful if you are budgeting funds from other sources or are receiving in-kind services.</p>					