

# LET'S TALK ABOUT GRANTS: BUDGET BASICS

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2. Eligibility & finding the right grant
3. Parts of an application
4. What to include in a grant proposal
5. **Budget basics**
6. Timelines from start to finish
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# GRANT BUDGET TERMS TO KNOW

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## Budget

The financial plan for each grant period. Includes the estimated cost of everything you need for the project, including staff and materials. Budgets are divided into **budget lines**, or categories. Many funders will provide a budget form. They may also provide a list of what funds can and cannot be spent on ("**allowable**" or "**not allowable**"). Every planned expense should be explained. The funder must approve the final budget.

## Budget narrative

A written description of the purpose of each expense, often including an explanation of how the dollar amounts were calculated. For example, listing the price per unit and number of units needed. Also called a **budget justification**.



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## Vouchering or Reimbursement

Most funders require that the organization pay for all expenses and then submit receipts, often with a form called a **voucher**, then be paid back by the funder.

## Cost sharing or matching

Some grants will require that the grant recipient's organization pay for some of the total cost of the program. This "payment" can be money or **in-kind**, meaning goods or services that are donated. Estimate the value of any in-kind contributions in dollars and include the amount in your budget.



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## Personal services

The portions of the budget that will be spent on paying **salary** and **fringe benefits** (such as insurance) to people hired by your organization. This does not include contracts with other organizations. May also be called **personnel**.

## Non-personal services

The portions of the budget that will be spent paying for supplies or services, not staff. Non-personal services can include office and other supplies, equipment, travel costs, contractual services, operating costs like rent and utilities, and indirect costs. May also be called **non-personnel**.



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## Indirect costs

The expenses involved with maintaining and running an organization even when not delivering services or programs. Examples include insurance, utilities and accounting costs.

Most grants will allow an organization to request up to ~~10%~~ **15%** of the total budget to help pay for indirect costs. A budget line for indirect costs can help compensate a fiscal sponsor for their contributions to a project.



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# BUDGET BASICS

Grant proposals should include a budget breakdown. The funder may ask you to fill out a specific form. Below is a sample of some of the parts of a budget.

The funder may provide a list of categories similar to this one. They may also say that some budget categories are "not allowable" for a certain grant.

Budget Items	Amount Requested
A. Salaries	\$51,500
B. Fringe Benefits	\$22,600
C. Travel	\$655
D. Supplies	\$4,100
E. Equipment	\$0
F. Professional Services	\$4,500
G. Other	\$6,000
H. Indirect Costs (Maximum: Total of lines A-G x 10%)	\$8,935.50
<b>Total</b>	<b>\$98,290.50</b>

How to calculate indirect costs



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Enter an amount for each budget line (category), even if the amount is \$0.

The total of all budget lines should be equal to or less than the maximum grant award.



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**If a budget narrative or justification is required, include details for each budget line**



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Many funders will request a budget narrative or justification to provide more detail on how each budget line is spent and why.

- A. **Salaries:** Provide position titles, role description, employee names (if known), annual salary rate, and percentage of the position's time and effort to be spent on the grant.

Position	Name	Annual Salary	% Effort	Cost
1. Director	Jane Smith	\$65,000	10%	\$6,500
2. Program Coordinator	To be selected	\$45,000	100%	\$45,000
			<b>Total Salaries</b>	<b>\$51,500</b>

1. The Director will provide supervision and oversight of programs and staff for this grant.
2. The Program Coordinator will coordinate all programs, services, and activities for this grant, including planning, implementation, and reporting.



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## C. Travel: \$655

Local travel is needed for Program Coordinator to attend meetings, program activities, and outreach events, calculated at federal reimbursement rate of \$0.655/mile. ( $\$0.655/\text{mile} \times 1,000 \text{ miles}$ ) = \$655.

## D. Supplies: \$4,100

1. General office supplies (folders, printer paper, pens, staples, etc.) ( $\$100/\text{month} \times 12 \text{ months}$ ) = \$1,200
2. Laptop computer for Program Coordinator ( $\$900 \times 1$ ) = \$900
3. Journals with pens for each group participant ( $\$10 \times 200 \text{ participants}$ ) = \$2,000

## E. Professional Services: \$4,500

1. Printing costs ( $\$0.10/\text{copy} \times 5,000 \text{ copies}$ ) = \$500
2. Healthy meals for group participants ( $\$20/\text{person} \times 200 \text{ participants}$ ) = \$4,000

**Include a description for each item or service you hope to pay for using the grant funding.**

**Include math to show how you calculated each amount.**



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## F. Other: \$6,000

1. Space rental fees for groups ( $\$200/\text{group} \times 20 \text{ groups}$ ) = \$4,000
2. Participant feedback incentives (\$10 grocery store gift cards) ( $\$10/\text{each} \times 200 \text{ participants}$ ) = \$2,000

**Make sure the total for each line adds up and matches your overall budget.**

**Include a line for each item or service you hope to pay for using this grant funding. Make sure each expense you list is allowable according to the funder.**



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Find clickable links at  
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# GET FREE GRANT HELP

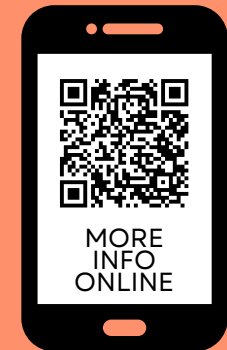
The Office of Health Equity provides free grant technical assistance for organizations and groups serving minority, marginalized, and underserved communities in Erie County.

## WE CAN HELP WITH:

- ✓ Finding grants
- ✓ Applying for grants
- ✓ Data & evaluation
- ✓ Grant reporting



## FIND OUT MORE



716-858-1681

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