

Instructions:

The provided spreadsheet: "UWRC Community Impact Grant Request: Proposed Program Budget," is set up to provide all the required narrative information surrounding each funding line item. If you fill out each section of the spreadsheet completely, you do not need to submit a budget narrative detailing any expenses, unless you find it absolutely necessary to explain your request.

Definitions & Calculations

Profit/ Loss

Change in net assets: The net results of total income minus total expenses for a period of time, which may be Positive or Negative. Also referred to as surplus or Deficit.

Commonly called profit or loss in the for-profit sector.

In-kind contribution

A contribution made of goods or services rather than cash.

Project vs program

Submitted proposals may pertain to an entire program, or a specific project within that program. The application handbook and forms use the term 'Program,' but that term should be considered interchangeable with 'Project.' For your budget and application forms, tailor your answers to the specific work your proposal intends to conduct.

Direct vs. indirect costs

Direct Costs

Direct costs relate to a specific project or program. Examples: materials and equipment for a proposed training, contracted faculty for proposed workshops, supplies for a summer camp program, counselors for shelter clients

Indirect Costs or Overhead (Administrative)

Indirect costs (sometimes called Overhead) do not relate solely and specifically to a particular project or program, but are necessary to its completion. Examples: office rent, telephone, Internet, copier usage, or management staff time devoted to the project.

For Example

A printer would be an indirect or admin cost when it is used by the entire organization: ie: the office copy machine. A printer would be considered a direct cost when it is new and/or necessary to a specific project or program and only used by that project or program: ie: a mobile photo printer only used at special events for a program.

Sources:

<https://www.nonprofitaccountingbasics.org/reporting-operations/budgeting-terms-concepts>

<https://www.propelnonprofits.org/resources/glossary/>

Great short videos about making a budget:

<https://jimjosephfoundation.org/relational-grantmaking-learning-series/>