

## SAMPLE Completed Budget - Community Foundation for the Fox Valley Region

**This budget is provided for purposes of example only. Your budget may look very different than this sample.**

Applicant Name	Sample Youth Organization
Grant Title	Sample Youth Program

REVENUE	
<b>Contributed Revenue</b>	
Grant Request to Community Foundation	\$5,000.00
Other sources of contributed revenue	
Individual Donors	\$1,500.00 <input type="checkbox"/> Confirmed
Rotary Grant	\$1,500.00 <input checked="" type="checkbox"/> Confirmed
	\$0.00 <input type="checkbox"/> Confirmed
	\$0.00 <input type="checkbox"/> Confirmed
	\$0.00 <input type="checkbox"/> Confirmed
<b>Agency Contribution</b>	
Program Staff Time	\$6,240.00
<b>Earned Revenue</b>	
Fees for service - Youth fees \$10/youth/75 youth	\$750.00
Other sources	
T shirt sale proceeds (youth design T shirt)	\$500.00
	\$0.00
<b>In-Kind Contributions</b>	
Program meeting space - donated by venue	\$1,500.00
Volunteer facilitators- 100 hrs. at \$29.95 national value of volunteer hr.	\$2,995.00
<b>Total</b>	<b>19,985</b>

DEFINITIONS
>Contributed Revenue = cash that was given (not loaned) to the organization in the form of a gift or grant
>Grant Request = the amount you are requesting from this grant program or fund. (Required.)
>Other Sources = list specific grants or donations you have applied for or received. (Not required.) Individual contributions can be pooled together as a single line item. If you need more than 5 lines, you may add lines. Select "Confirmed" if you have (or will) receive(d) the revenue. Leave box unchecked if pending.
>Agency Contribution =the amount your agency/organization will contribute to the project. (Not required.)
>Earned revenue = cash that is generated from the sale of goods or services. (Not required.)
>Fees for service = money paid by clients (individuals or organizations) in exchange for a service. (Not required.)
>Other sources of earned revenue = items such as admission fees (ticket sales) or items sold (for ex. Girl Scout cookies)
>In-Kind Contributions = the cash value of donated goods or services (for example, volunteer time or donated supplies or items) which you might have otherwise needed to spend money on, but don't, because the goods or services will be donated. (Not required.) In-kind values should be listed under both revenue and expenses and the amounts should match.
<b>&gt;Total combined revenue. If your budget is balanced, this number should match the total expenses below.</b>

EXPENSES	
<b>Salaries/Benefits</b>	
Program Coordinator (6 hr. @ \$20/week for 52 wks.)	\$6,240.00
	\$0.00
<b>Contracted Services</b>	
Monthly speakers at youth program (\$200 each)	\$2,400.00
Transportation - busing to special events	\$1,850.00
<b>Other Expenses</b>	
Youth snacks/beverages	\$2,000.00
Program supplies (arts/crafts/other)	\$2,000.00
Printing	\$1,000.00
	\$0.00
<b>In-Kind Expenses</b>	
Program meeting space - donated by venue	\$1,500.00
Volunteer facilitators- 100 hrs. at \$29.95 national value of v	\$2,995.00
<b>Total</b>	<b>19,985</b>

DEFINITIONS
>Salaries/Benefits = the cost of staff time and monetary benefits associated with this grant.
>Contracted Services = the cost of services associated with this grant performed by a person or entity outside of the applicant organization, such as the cost of a consultant, contractor, speaker, performer, etc.
>Other Expenses = use this section to include any other expenses such as marketing, advertising, printing, supplies, equipment, or space rental.
>In-Kind Expenses = relate to the In-Kind contributions above. <b>These cells are set to auto-fill with the information you entered above in In-Kind Contributions</b> - please edit if needed.
> <b>Total combined expenses. If your budget is balanced, this number should match the total revenue above.</b>