

Creating the Grant Budget

This is another extremely important section for assuring the funder that your proposed program is both actionable and sustainable.

Read through your entire proposal especially the methods and strategies section again, noting each instance in which your organization will need to expend resources. These will likely include:

- Programming Costs (if applicable)
- Personnel
- Fringe benefits for staff
- Equipment and supplies costs
- Travel
- Professional Development
- Indirect or overhead costs like rent
- 'Market value' of in-kind contributions

Note: There should be nothing in the budget that doesn't appear elsewhere in the proposal. For example, the cost of five laptops would not be included if there is no mention of why or how this would improve operations, equip staff, or benefit patients.

(Be sure to research all the grant application's specific requirements before creating a detailed budget, since some grant programs require more information, like detailed overhead costs than others.). **Also keep in mind that many funders provide a budget template, have budget restraints, and contain specific instructions for developing a budget.**

Creating an organized and well-formatted budget will make it much easier for the funder to judge your proposal's financial sustainability.

Be sure to provide descriptions, explanations, and hard numbers for any other funding sources, like other grants and major donations, that your organization will rely on to accomplish your program's objectives. It's often a good idea to include a brief overview or breakdown of your normal or operational funding sources, as well.

Sample Budget 1

| | Program Cost |
|-----------|---------------------|
| Personnel | 60,000 |

| | |
|--------------------------|----------------|
| Diabetic Education | 16,500 |
| Equipment and Supplies | 20,000 |
| Professional Development | 2,500 |
| Travel | 1,000 |
| | 100,000 |

Sample Budget 2

| | Program Cost | Funding Request |
|--------------------------|---------------------|------------------------|
| Personnel | 60,000 | 30,000 |
| Diabetic Education | 16,500 | 16,500 |
| Equipment and Supplies | 20,000 | |
| Professional Development | 2,500 | |
| Travel | 1,000 | |
| | 100,000 | 46,500 |

Sample Budget 3

| | Program Cost | Funding Request |
|--------------------------|---------------------|------------------------|
| Direct | | |
| Personnel | 60,000 | 30,000 |
| Diabetic Education | 16,500 | 16,500 |
| Equipment and Supplies | 20,000 | |
| Professional Development | 2,500 | |
| Travel | 1,000 | |
| In-Kind | | |
| Office Space | 1,200 | |

| | | |
|------------------------|----------------|---------------|
| Administrative Support | 5,000 | |
| | 106,200 | 46,500 |

Sample Budget 4

| Income | Amount |
|--------------------------|----------------|
| Proposed Funding | 26,500 |
| ABC Foundation | 15,000 |
| XYZ Foundation | 25,000 |
| First Baptist Church | 10,000 |
| County Funding | 23,500 |
| | 100,000 |
| Expenses | |
| Personnel | 60,000 |
| Diabetic Education | 16,500 |
| Equipment and Supplies | 20,000 |
| Professional Development | 2,500 |
| Travel | 1,000 |
| | 100,000 |