

ALLIANCE GRANT PROJECT BUDGET TEMPLATE INSTRUCTIONS

Writing a grant budget can be daunting, but we're here to help. When applying for one of our grants that requires a budget, please follow these simple instructions:

STEP 1: Download our Grant Budget Template (which can be found in Microsoft Excel, Microsoft Word and PDF formats) from the grant's webpage.

STEP 2: Double click on any open cell to enter information.

- Start by entering the name of the organization submitting the proposal.
- Project Title. This should match the Project Title on your application.
- Enter the total timeframe in which your project will take place
- Replace Personnel 1-3 with anyone who will need to be paid for this project. Examples include employees, speakers, workshop leaders, A/V technicians for events, etc.
- Marketing includes any money you spend on advertising, graphic design, social media promotions, etc. You can lump this all together.
- Printing includes the cost of producing copies, handouts, fliers, etc.
- Equipment includes items for long-term use that you purchased or rented for the project. Examples include computers, books, tools, AV equipment, etc.
- Supplies are items for short-term use that you purchased for the project. Examples include paper plates, plastic silverware, office supplies, workbooks, etc.
- Meals and snacks for project events or meetings.
- Mileage or costs for transporting program participants or staff while delivering or coordinating project services.
- The "Other" line is where you should include any miscellaneous expenses.
- If you need additional lines for any section, you can insert them by right-clicking on a line number and selecting "Insert." The worksheet will no longer correctly calculate your total and you will have to do so manually.

STEP 3: Enter the income sources that you will use to pay for the project. We encourage every applicant to seek multiple funding sources. If you have not yet secured funding from a particular source, but are applying, please select N (no) under the SECURED column. **Please note:** having no other income source aside from the Alliance grant you're applying for is not viewed negatively and will not necessarily prevent you from being awarded the full amount you request. It just provides additional insight of the achievability of your project goals within the context of your project costs.

STEP 4: Make sure that your project income is equal to your project expenses. This shows us that you've thought through how to cover the entire project.

STEP 5: Save your work! Though you can work on your budget in a Microsoft Excel (.xls or .xlsx) or Word file (.doc or .docx), we recommend you save your finished budget file as a PDF to ensure grant reviewers can read it without the format changing between software versions.

STEP 6: In your Foundant grant application, click the **Choose Files** button and follow the instructions to upload your file.

Sample Budget:

GRANT BUDGET

Project Title: Sample Project

Project Timeline: April 2022 – February 2024