

**Seattle Youth Violence Prevention Initiative
Community Matching Grant
BUDGET INSTRUCTIONS**

Please read through these instructions before starting your budget. For budget guidelines, see pg. 5 of the Request for Proposals.

- Download the Excel Budget Form (budget.xlsm) and save it on your computer using the name of your project to start the file name. You will submit the electronic file when ready to cmg@seattle.gov.
- You will enter information in the white cells only. The gray cells will auto-calculate based on your entries.
- If you click on a green “Go to Community Match Pledge Form” button and it doesn’t automatically take you to that sheet, look at the top of your screen to see if there’s a message that will allow you to enable macros. You must enable macros for the form buttons to work properly. If you are not able to enable macros, you can click the worksheet names at the bottom to toggle between the two forms. The Budget Form is on the first worksheet, named “Budget,” and the Community Pledge Form is on the second worksheet, named “CommunityPledge.”
- Other than Youth Stipends, **all Community Match \$ amounts should be entered on the Community Match Pledge Form.**

1. **Youth Stipends.** Plan the youth stipends to reflect the time and effort required of the youth to participate and complete your program. Enter the amount of the youth stipend under Stipend Amount. Enter the number of youth who will participate in your program and will be eligible for the stipend. If a part of the funding for the youth stipends will come from another source, enter that amount in the Match \$ column and the remainder in the SYVPI \$ column. Together these must equal the Total Stipend \$. If they do not, you will receive an error message that will not allow you to proceed to the next section.
2. **Supplies:** Section 2 is for materials and supplies that you will need to implement your project. Enter the description and amount of SYVPI \$ requested for supplies. Please note there is a separate budget section for food (Section 3), so do not enter food in the Supplies section. ***Possible supplies might include: art supplies, paper, software, shovels or any items needed for your project activities.*** If you prefer, you can combine or summarize items into one line item description and one total amount.

Community Match for supplies goes on the Community Match Pledge Form.

3. **Food:** Food is a popular item for projects involving youth. This grant will pay up to \$500 for food so make sure you do not enter any more than \$500 in the Food section.

If you will provide more than \$500 in food through a Community Match, click on the Community Match Pledge Form button and enter that information on the Community Match Pledge Form. The Community Match amount will be transferred automatically from the Community Pledge Form to the budget under Item 8 (Line 57).

4. **Consultant Services:** List each consultant firm or consultant on a separate line and enter the number of people providing the service, their hourly rate and the number of consulting hours they will be providing to your project. If you have more consultants than will fit in this section, use the additional space provided on Page 3 (Line 89) of the Budget Form.

If any of these hours will be contributed as part of your match, click on the Community Match Pledge Form button and enter the information there. It will be recorded and automatically transferred from the Community Match Pledge Form to the budget under Item 9 (Line 58).

Please note that if your organization cannot provide payroll services, all project staff must be hired as consultants and listed in the Consultant Services section.

5. **Staffing:** If your organization is a nonprofit 501(c)(3) organization and can provide payroll services, list the project staff here, their hourly rate of pay and the number of hours they will work on the project. If you have more staff than will fit in this section, use the additional space provided on Page 3 (Line 105) of the Budget Form.

Payroll tax is automatically calculated at 7.625%. If you are NOT requesting payroll taxes, please delete the formula in those cells in Column F.

If any of these hours will be contributed as part of your match, click on the Community Match Pledge Form button and enter the information there. It will be recorded and automatically transferred from the Community Match Pledge Form to the budget under Item 6 (Line 55).

6. **Volunteer Match:** Click on the Community Match Pledge Form button to enter a list of your volunteers. The amount of this match calculated at \$20/hour will be transferred automatically from the Community Match Pledge Form to Line 56 on the Budget Form.
7. **In-Kind Materials, Printing/Duplicating, Food or Space Match:** Click on the Community Match Pledge Form button to enter the list of donated materials, printing/duplicating, food or space for your project. The amount of this match will be transferred automatically from the Community Pledge Form to Line 57 on the Budget Form.
8. **Donated Professional Services Match:** Click on the Community Match Pledge Form button to enter the list of donated professional services (e.g., accounting, design, legal services, etc.). The amount of this match calculated at \$75/hour will be transferred automatically from the Community Pledge Form to this section (Line 58) on the Budget Form.
9. **Cash:** Click on the Community Match Pledge Form button to enter the amount of cash donated to your project. The amount of this match will be transferred automatically from the Community Pledge Form to this line on the Budget Form.

If you enter any Cash amounts on the Community Match Pledge Form, you must also complete the Fundraising Form. The Cash amounts must agree on both forms.

10. **Printing and Duplicating:** Calculate the costs for any printing and duplicating (e.g., flyers, application forms, Program Handbooks, etc.) that will be used in your project. Enter the SYVPI \$ in Item 10. Do not include Match \$ here.

If you will receive donated printing and duplicating services, click on the Community Match Pledge Form button to enter the amount of the donation. This amount will be transferred automatically from the Community Pledge Form to Line 57 on the Budget Form.

11. **Room Rental:** Enter cost of room rentals that you will be incurring for your project activities. Enter the SYVPI \$ in Item 11. Do not include Match \$ here.

If you will be receiving a donation of space for meetings or project activities, click on the Community Match Pledge Form button to enter the amount of the donation. This amount will be transferred automatically from the Community Pledge Form to Section 8 (Line 57) on the Budget Form.

12. **Other Miscellaneous:** If you have expenses that do not fall under any of the existing categories, enter them here. Enter SYVPI \$ here. Go to the Community Match Pledge Form to enter Match \$.

PAGE 3 – Budget Form

There is space on Page 3 beginning on Line 84 of the Budget Form for additional consultants and staff entries, in case you did not have sufficient room in the above sections dedicated to those items.

FINALIZE AND SUBMIT:

- **IMPORTANT:** Submit this file in Excel format, not as a PDF form.
- If you experience technical issues with this form, please contact cmg@seattle.gov or 206-615-0465.