

**SAMPLE ITEMS FOR BUDGET CATEGORIES**  
**For Seattle Youth Violence Prevention Initiative**  
**Community Matching Grant**

**Supplies:**

- Paper, pens, markers
- Ink cartridges for computers
- Computer equipment, software
- Food, paper plates, plastic forks, cups
- Art supplies for banners or art exhibit
- Materials for educational classes

**Food:**

- Juice boxes, cookies, fruit, chips from Safeway
- Sandwiches and sodas from Costco
- Prepared tacos and pombazos from Lao Sze Chuan restaurant
- Dominos pizza delivered to a workshop

**Consultant Services:**

*To pay a professional for services, usually agreed upon in a contract between you and the consultant. You will only pay for the professional service and will not pay them for vacation days, sick days, social security taxes, etc.*

- Cultural competency trainer
- Domestic violence trainer
- Professional facilitator for workshop
- Certified interpreter services in Spanish, Mandarin, or Tigrinya
- Website designer
- Volunteer coordinator to recruit and supervise 10 parent volunteers
- Curriculum writer/editor/graphic artist/layout designer
- Technology teacher for basic Windows or internet training, video production, etc
- Art educator to lead workshop on art that makes a social statement
- Project coordinator

**Staffing:**

*For use by non-profit 501 (c)(3) agencies who pay salaries, benefits such as vacation and sick leave, and payroll taxes such as social security. The cost/donation of regular staff into the SYVPI project is prorated based on percentage of time or number of hours dedicated to the SYVPI project. For example an executive director may work 40-hours per week but expects to spend 2 hours per week on SYVPI project oversight.*

- Project coordinator – 20 hours/week for 12 weeks @ \$18.45/hr
- Executive director - project oversight @ 2 hrs/week for 26 weeks @ \$27.33/hr
- Administrative support to process youth applications, make copies, phone calls, etc. – 4 hrs/week for 20 weeks @ \$14.10/hr
- Program manager – 35 hours/week for 16 weeks @ \$22.50/hr

### **Printing and Duplicating:**

- Printing at FedExOffice 500 copies of brochure explaining the project for parents
- Printing at Harvest Moon print shop of 50 copies of poetry and stories by Pacific Island girls ages 13-16
- Printing at Zebra Copies classroom materials for 3 anti-racism workshops

### **Room Rental:**

- Classrooms, gathering halls, or other space you must pay for to hold your project activities or that an agency/school/church is donating to your project that would normally be rented out for a fee for instance:
  - Acme Cultural Theatre stage with 150 seats, sound & lighting mezzanine for a hip-hop program – 6 hours total time (set-up, event, take-down) valued at \$750
  - Meeting room at Guiding Light church for 35 people for 2 domestic violence discussions at 2 hours per event plus set-up and clean-up time – 8 hours total time @ \$45/hr = \$360

### **Other Expenses:**

- Permits from a City department such as Parks to hold a concert in a park.
- Movie tickets to Seattle Film Festival