

# SAMPLE Budget Form

**Your Project Name:** Inter-ethnic Understanding in Central American and Ethiopian Communities

Budget developed for following sample project: Sponsored by a 501(c)(3) agency to foster inter-ethnic understanding in Central American and Ethiopian communities, focusing on at-risk boys and girls ages 13-16 and their parents or guardians through social/cultural education and team building projects. 12 youth served, 10 youth workshops @ 4hours per workshop; 2 parent workshops. 26 weeks timeline (including 4 weeks planning & outreach time, 20 weeks for workshop series, 2 weeks wrapup), meals at all workshops, one field trip for youth, 3-station computer center for youth & parents. Agency has long-term lease on rental space and can make computers available for public use after the end of the SYVPI Community Matching Grant.

| A  | B               | C                           | D                        | E                         | F   | G                                  | H               |
|--|-----------------|-----------------------------|--------------------------|---------------------------|---|------------------------------------|-----------------|
| Item   |                 |                             |                          |                           | SYVPI<br>Funding Request  | Community Match<br>Donated or Cash | Total<br>Budget |
| <b>1. Youth Stipends.</b>  |                 |                             |                          |                           |   |                                    |                 |
| List amount of stipend and number of youth getting stipends below:   |                 |                             |                          |                           | \$ 6,000.00   | \$ -                               | \$ 6,000.00     |
| <b>Stipend Amount:</b>   | <b># Youth</b>  | <b>Total<br/>Stipend \$</b> | <b>SYVPI \$</b>          | <b>Match \$</b>           | <b>Proceed to Next Budget Item</b>  |                                    |                 |
| \$ 500.00  | 12              | \$ 6,000.00                 | \$ 6,000.00              | \$ -                      |   |                                    |                 |
| <b>2. Supplies.</b> List type of supplies and amount below: (itemization not required)   |                 |                             |                          |                           | \$ 3,005.00   |                                    | \$ 3,005.00     |
| <b>Type:</b>   |                 | <b>SYVPI \$</b>             |                          |                           | Click to go to<br>Community<br>Pledge Form to<br>enter Match \$<br>Supplies.          |                                    |                 |
| Computer Systems (3 monitors, 3 CPUs, server, printer)   |                 | \$ 2,255.00                 |                          |                           |   |                                    |                 |
| Paper, ink cartridges, classroom supplies  |                 | \$ 750.00                   |                          |                           |   |                                    |                 |
|  |                 | \$ -                        |                          |                           |   |                                    |                 |
|  |                 | \$ -                        |                          |                           |   |                                    |                 |
|  |                 | \$ -                        |                          |                           |   |                                    |                 |
| <b>TOTAL Supplies:</b>   |                 | <b>\$ 3,005.00</b>          |                          |                           |   |                                    |                 |
| <b>3. Food.</b> List purpose of food. <i>NOTE: Food costs using SYVPI funds are limited to a total of \$500 maximum.</i> List purpose below:   |                 |                             |                          |                           | \$ -  |                                    | \$ -            |
| <b>Description</b>   |                 | <b>SYVPI \$</b>             |                          |                           | Click to go to<br>Community<br>Pledge Form for<br>Match \$ Food .                     |                                    |                 |
|  |                 | \$ -                        |                          |                           |   |                                    |                 |
|  |                 | \$ -                        |                          |                           |   |                                    |                 |
|  |                 | \$ -                        |                          |                           |   |                                    |                 |
|  |                 | \$ -                        |                          |                           |   |                                    |                 |
| <b>TOTAL Food:</b>   |                 | <b>\$ -</b>                 |                          |                           | <b>Total SYVPI \$ food request &lt;=500, Proceed to Next Budget Item</b>              |                                    |                 |
| <b>4. Consultant Services.</b> If you cannot provide payroll services, staffing must be in the form of consultants, not employees. List type of consultant and person's name, if known, hourly rate and total number of hours below. If you have more than 8 entries, please use the additional section on Page 3 below. |                 |                             |                          |                           | \$ 3,750.00   |                                    | \$ 3,750.00     |
| <b>Name</b>  | <b># People</b> | <b>Hourly Rate</b>          | <b># Hours<br/>SYVPI</b> | <b>Total<br/>SYVPI \$</b> | Click to go to Community<br>Pledge Form to enter Match \$<br>for Consultant Services. |                                    |                 |
| Anti-Violence trainer for 3 workshops  | 1               | \$ 75.00                    | 30                       | \$ 2,250.00               |   |                                    |                 |
| Cultural competency trainer 3 workshops  | 1               | \$ 50.00                    | 30                       | \$ 1,500.00               |   |                                    |                 |
|  |                 | \$ -                        |                          | \$ -                      |   |                                    |                 |
|  |                 | \$ -                        |                          | \$ -                      |   |                                    |                 |
|  |                 | \$ -                        |                          | \$ -                      |   |                                    |                 |
|  |                 | \$ -                        |                          | \$ -                      |   |                                    |                 |
|  |                 | \$ -                        |                          | \$ -                      |   |                                    |                 |
| This is the additional amount from Page 3 below, if any:   |                 |                             |                          | \$ -                      |   |                                    |                 |
| <b>TOTAL Consultant Services:</b>  |                 |                             |                          | <b>\$ 3,750.00</b>        |   |                                    |                 |

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**5. Staffing.** If you are a nonprofit 501( c)(3) and provide your own payroll services, include staffing costs and related payroll taxes here. **If you are not claiming payroll taxes for this award, please delete formula in Column F.** If you have more than 11 entries, please use the additional section on Page 3 below.

|  |             |  |             |
|--|-------------|--|-------------|
|  | \$ 1,076.25 |  | \$ 1,076.25 |
|--|-------------|--|-------------|

| Name   | # People | Hourly Rate | # Hours SYVPI | Subtotal SYVPI \$ | Payroll Taxes @ 7.625% | Total       |
|--|----------|-------------|---------------|-------------------|------------------------|-------------|
| Project Coordinator                                      | 1        | \$ 25.00    | 40            | \$ 1,000.00       | \$ 76.25               | \$ 1,076.25 |
|  |          |             |               | \$ -              | \$ -                   | \$ -        |
|  |          |             |               | \$ -              | \$ -                   | \$ -        |
|  |          |             |               | \$ -              | \$ -                   | \$ -        |
|  |          |             |               | \$ -              | \$ -                   | \$ -        |
|  |          |             |               | \$ -              | \$ -                   | \$ -        |
|  |          |             |               | \$ -              | \$ -                   | \$ -        |
|  |          |             |               | \$ -              | \$ -                   | \$ -        |
|  |          |             |               | \$ -              | \$ -                   | \$ -        |
|  |          |             |               | \$ -              | \$ -                   | \$ -        |
|  |          |             |               | \$ -              | \$ -                   | \$ -        |
| This is the additional amount from Page 3 below, if any: |          |             |               | \$ -              | \$ -                   | \$ -        |
| <b>TOTAL Staffing:</b>                                   |          |             |               | \$ 1,000.00       | \$ 76.25               | \$ 1,076.25 |

Click to go to Community Pledge Form to enter Match \$ for Staffing.

For Budget Items 6-10, complete the Community Match Pledge Form and the totals from that form will auto-populate Budget form.

|   |   |             |             |
|---|---|-------------|-------------|
| <b>6. Staffing Match.</b>   | Click here to go to Community Match Pledge Form | \$ 3,340.60 | \$ 3,340.60 |
| <b>7. Volunteer Match.</b>  |   | \$ 480.00   | \$ 480.00   |
| <b>8. In-Kind Materials, Printing &amp; Duplicating, Food and/or Space Match.</b> |   | \$ 3,700.00 | \$ 3,700.00 |
| <b>9. Donated Professional Services Match.</b>                                    |   | \$ 2,287.50 | \$ 2,287.50 |
| <b>10. Cash.</b>  |   | \$ -        | \$ -        |

**11. Printing and Duplicating - enter brief description below:**

| Description                            | SYVPI \$ | Match \$                          |
|--|----------|-----------------------------------|
|  |          | Go to Community Match Pledge Form |
|  |          |                                   |
|  |          |                                   |
| <b>TOTAL Printing and Duplicating:</b> | \$ -     |                                   |

**12. Room Rental - enter brief description below:**

| Description                                 | SYVPI \$    | Match \$                    |
|---|-------------|-----------------------------|
| Space for 10 workshops at Clark Street Club | \$ 2,500.00 | Community Match Pledge Form |
|   | \$ -        |                             |
|   | \$ -        |                             |
| <b>TOTAL Room Rental:</b>                   | \$ 2,500.00 |                             |

**13. Other Miscellaneous (list):**

| Description                            | SYVPI \$  | Match \$                          |
|--|-----------|-----------------------------------|
| Movie Tickets to Seattle Film Festival | \$ 310.00 | Go to Community Match Pledge Form |
|  | \$ -      |                                   |
|  | \$ -      |                                   |
|  | \$ -      |                                   |
| <b>TOTAL Miscellaneous:</b>            | \$ 310.00 |                                   |

|                           |              |             |              |
|---------------------------|--------------|-------------|--------------|
| <b>TOTAL EXPENSES: **</b> | \$ 16,641.25 | \$ 9,808.10 | \$ 25,969.35 |
|---------------------------|--------------|-------------|--------------|

\* Community Match must equal AT LEAST one-half of the total SYVPI Funding Request. **Community Match figure meets requirements. Please submit your budget**

\*\* Total Expenses must match amounts listed on the Cover Sheet. **You must double-check your budget amounts against the Cover Sheet amounts.**



## Form F2: Community Match Pledge Form

Your Project Name: Inter-ethnic Understanding in Central American and Ethiopian Communities

[Click here to return to Budget Form](#)

| Item #        | Name | Street Address<br>City, State Zip Code | Phone | If In-Kind Materials, Printing,<br>Duplicating, Food or Space, or<br>Donated Professional Services,<br>please describe briefly | Staff<br>Hours | Staff<br>Rate | Total<br>Staff \$  | Volunteer #<br>of Hours | Volunteer \$ =<br>Hours x \$20 | Donation  |                                     |   |   | TOTAL<br>MATCH     |
|---------------|------|--|-------|--|----------------|---------------|--------------------|-------------------------|--------------------------------|---|-------------------------------------|---|---|--------------------|
|               |      |  |       |  |                |               |                    |                         |                                | In-Kind<br>Materials,<br>Printing,<br>Duplicating,<br>Food,<br>or Space | # Hours<br>Professional<br>Services | Donated<br>Professional<br>Services<br>Hours x \$75 | Cash<br>(requires<br>Fundraising<br>Form) |                    |
| 1             |      |  |       | Computer system  |                |               | \$ -               |                         | \$ -                           | \$ 1,200.00   |                                     | \$ -  | \$ -                                      |                    |
| 2             |      |  |       | Food from Nuevo Leon and Ras<br>Dashen restaurants for 10 youth/2<br>parent workshops  |                |               | \$ -               |                         | \$ -                           | \$ 1,200.00   |                                     | \$ -  | \$ -                                      |                    |
| 3             |      |  |       | Spanish and Amharic interpreters for<br>2 parent workshops   |                |               | \$ -               |                         | \$ -                           | \$ -  | 4.5                                 | \$ 337.50   | \$ -                                      |                    |
| 4             |      |  |       | Technology trainer on Internet and<br>Windows for 2 youth workshops and<br>1 parent workshop                                   |                |               | \$ -               |                         | \$ -                           | \$ -  | 6                                   | \$ 450.00   | \$ -                                      |                    |
| 5             |      |  |       | Cultural presentations by 4<br>community elders (includes prep<br>time)  |                |               | \$ -               | 24                      | \$ 480.00                      | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 6             |      |  |       | Website designer   |                |               | \$ -               |                         | \$ -                           | \$ -  | 20                                  | \$ 1,500.00   | \$ -                                      |                    |
| 7             |      |  |       | Parent Outreach Coordinator  | 36             | \$ 23.35      | \$ 840.60          |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 8             |      |  |       | Flyers and brochures in English,<br>Spanish and Amharic  |                |               | \$ -               |                         | \$ -                           | \$ 200.00   |                                     | \$ -  | \$ -                                      |                    |
| 9             |      |  |       | Youth workshop materials   |                |               | \$ -               |                         | \$ -                           | \$ 500.00   |                                     | \$ -  | \$ -                                      |                    |
| 10            |      |  |       | Space for 2 parent workshops @<br>Granville Station community room   |                |               | \$ -               |                         | \$ -                           | \$ 600.00   |                                     | \$ -  | \$ -                                      |                    |
| 11            |      |  |       | Project Coordinator  | 100            | \$ 25.00      | \$ 2,500.00        |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 12            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 13            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 14            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 15            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 16            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 17            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 18            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 19            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 20            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 21            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 22            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 23            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 24            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| 25            |      |  |       |  |                |               | \$ -               |                         | \$ -                           | \$ -  |                                     | \$ -  | \$ -                                      |                    |
| <b>TOTALS</b> |      |  |       |  | <b>136</b>     |               | <b>\$ 3,340.60</b> | <b>24</b>               | <b>\$ 480.00</b>               | <b>\$ 3,700.00</b>  | <b>30.5</b>                         | <b>\$ 2,287.50</b>                                  | <b>\$ -</b>                               | <b>\$ 9,808.10</b> |

NOTE: Total \$ Amounts transfer automatically to the Budget Form.