

2018 COMMUNITY GRANT

INSTRUCTIONS

Organization Budget

The Foundation seeks information on the overall financial picture of the organization and requests your immediate past fiscal year actual, current year, and projected organization budgets. Budget information is to be provided by category; line item detail is not necessary. Budgets are to be based on your organization's fiscal year and should match your accounting cycle. All 3 years must be provided in order for the application to be eligible for funding.

Organization Budget Worksheet (Excel File)

- NO. 1 (Header)** – Insert the name of your organization in the header.
- NO. 2** – State your organization's fiscal year, such as January 1 through December 31 or July 1 through June 30.
- NO. 3**– For organizations that are state-wide, please provide a Howard County budget only and indicate "Howard County" on the form. All other organizations will state "N/A."
- NO. 4** – Operational grant requests may not exceed 25% of the three-year average of your total operating budget. This number will calculate automatically and indicates the maximum grant amount the Foundation may award.
- NO. 5 (Income)** – List the line items you track in your budget and round up to the nearest whole dollar. **Do not include in-kind contributions in your budget. This information will be provided in Section 5.15 of the Grant Application.**
- NO. 6 (Fiscal Year)** – State the fiscal year for which you are providing the information. Organizations have varying budget cycles, we have provided a chart to assist you in determining the budget information you should be providing.

<u>Fiscal Year Begins</u>	<u>Past</u>	<u>Current Projected</u>	
January	2016	2017	2018
February through May	2016-2017	2017-2018	2018-2019
June through December	2015-2016	2016-2017	2017-2018

- NO. 7 (Carry Forward)** – State the deficit or surplus funds that existed at the end of the prior fiscal year. You will need to manually input the "Past Actual" information, if there is a carry forward. Note that the "Current Budget" and "Projected Budget" carry forward fields will automatically populate from line No. 12.
- NO. 8 (Total Income)** – The totals will be automatically calculated.
- NO. 9 (Expenses)** – List the line items you track in your budget and round up to the nearest whole dollar. **Do not include in-kind or non-cash contributions in your budget. This information will be provided on the Grant Application. Do not include depreciation as an expense.**

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- NO. 10 (Fiscal Year)** – The dates will automatically populate based on the information provided in No 7.
- NO. 11 and NO. 12** – The totals will be automatically calculated.
- NO. 13 and NO. 14** – It is understood that revenue and expenses will have minor changes from year to year. For categories with significant variance from one year to the next it's not always obvious what the causes of these fluctuations are. For these situations please provide an explanation. For example, you might note that special funding is obtained or a project requires unique expenditures.

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Project Budget

The Foundation seeks information on the overall financial picture of the project and requests information on the overall income and project expenses. Budget information is to be provided by category; line item detail is not necessary. Budgets are to be based on your organization's fiscal year and should match your accounting cycle.

Project - Grant Budget Worksheet (Excel File)

- NO. 1** – Insert the name of your organization in the header.
- NO. 2** - Project grant requests may not exceed 25% of the total project budget. This number will calculate automatically and indicates the maximum grant amount the Foundation may award.
- NO. 3 (Income)** – Provide a budget for your project with sources of income and line item expenses. Amounts provided are to be rounded up to the nearest whole dollar. **Do not include in-kind or non-cash contributions in your budget. This information will be provided on the Grant Application.**
- NO. 4 (Project Dates)** – State the timeframe in which the project expenses will be incurred in MM/YY – MM/YY format.
- NO. 5 (Total Income)** – The totals will be automatically calculated.
- NO. 6 (Expenses)** – Amounts provided are to be rounded up to the nearest whole dollar. You can add and subtract rows and adjust the line items as needed. **Do not include in-kind or non-cash contributions in your budget. This information will be provided on the Grant Application.**
- NO. 7 (Project Dates)** – The dates will automatically populate based on the information provided in question 7.3.
- NO. 8 and NO. 9** – The totals will be automatically calculated.