

Instructions

The goal of this document is to help Rose Community Foundation staff understand the scope of your organization or project/program.

Address the five largest categories of expense *and* revenue in the project/program (for project/ program requests) or organization’s operating budget (for general operating requests).

For expenses, describe each category, explaining how amounts were derived and how the expense relates to the request goals.

For revenue, address the status of requests to other funders (listing names rather than categories) and the likelihood the revenue goal can be met within the proposed grant period.

For project/program requests, indicate whether the proposed project/program budget is *included in* or *in addition to* the organization’s operating budget.

For multiyear requests, include narratives addressing the budget for each fiscal year of the proposed grant period.

Example Narrative

This example is purposely generic, as budget narratives vary widely. Depending on the complexity of your organization or project/program, you may need to be more or less elaborate accordingly.

Expenses

- **Staff: \$46,000**
Salary and benefits for one full-time program director for one year to manage project implementation. Responsibilities include serving as the primary contact for participating agencies, overseeing data collection and performing administrative duties.
- **Evaluation: \$12,000**
A consultant will track and evaluate the project, provide recommendations for improvement and new funding streams and document impact in a final report. The consultant will also work with the director to create a replicable model that can be used to expand the program to other target areas. The cost is \$500 per month for the 24 months coinciding with the proposed grant period.
- *...continue to describe the five largest categories of expense...*

Revenue

The following proposals are pending:

ABC Foundation	\$ 5,000
DEF Foundation	10,000
GHI Foundation	2,500
TOTAL:	\$17,500

Revenue (continued)

The following support has been committed:

JKL Foundation	\$20,000
MNO Foundation	10,000
PQR Foundation	2,500
TOTAL:	\$32,500

At this time, about one-third of the total \$100,000 budget has been pledged or received. We have received strong indications that all pending funds will likely materialize and will know within the first month of the project start date. Proceeds from our annual golf tournament are committed to this project; the tournament will be held six months after the start date, and the projected revenue is \$30,000.

Committed funding	\$32,500
Pending funding	17,500
Golf tournament	30,000
TOTAL:	\$80,000

Rose Community Foundation's support of \$20,000 would complete our \$100,000 total project budget.