

	A	B	C	D	E	F	G
1	Williamsburg Community Foundation						
2	Program/Project Budget Form						
3	Deadline						
4	Complete this form using Excel. Formulas will be completed as you enter the data.						
5	ORGANIZATION NAME: <input style="width: 100%;" type="text"/>						
6							
7							
8				WCF Request	Other Support		Totals
9				Cash	In-Kind		
10	I. PERSONNEL						
11	<i>Position</i>	<i>Salary</i>	<i>% Time</i>				
12							\$0
13							\$0
14							\$0
15							\$0
16							\$0
17							\$0
18	Subtotal Personnel:			\$0	\$0	\$0	\$0
19	II. Other Project Costs (Please Specify)						
20							\$0
21							\$0
22							\$0
23							\$0
24							\$0
25							\$0
26							\$0
27							\$0
28							\$0
29	Subtotal Other Project Costs			\$0	\$0	\$0	\$0
30	TOTAL PROJECT COST			\$0	\$0	\$0	\$0
31	% of Total Project Costs			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
32	<p>The Request from WCF (cell D30) should be the same as Amount Requested from the Foundation on the Application Form.</p> <p>The Total Project Cost (cell G30) should be the same as Total Cost of the Project on the Application Form.</p>						
33							
34							
35	<p>On a separate sheet of paper, create a row-by-row budget narrative. Identify the source of cash and in-kind contributions from other organizations as well as the applicant agency's internal support. Explain each project cost. If the project requires a purchase of equipment or supplies, include description and estimated cost of each individual item, the date cost estimates were obtained, and the source. Also include any other budget explanation which would be helpful to the Foundation.</p>						
36							
37							
38							
39	Call Nancy Sullivan at 757-259-1660 if you have any questions.						
40							
41							