

	A	B	C	D	E	F	G
1	Williamsburg Community Foundation						
2	Program/Project Budget Form						
3							
4	Complete this form using Excel. Formulas will be completed as you enter the data.						
5							
6	ORGANIZATION NAME:		XYZ Organization				
7							
8				WCF	Other Support		Totals
9				Request	Cash	In-Kind	
10	I. PERSONNEL						
11	<i>Position</i>	<i>Salary</i>	<i>% Time</i>				
12	Director	\$60,000	5%	\$0	\$3,000		\$3,000
13	Manager	\$35,000	5%	\$0	\$1,750		\$1,750
14	Assistant	\$16,000	5%	\$0	\$800		\$800
15							\$0
16							\$0
17							\$0
18	Subtotal Personnel:			\$0	\$5,550	\$0	\$5,550
19	II. Other Project Costs (Please Specify)						
20	construction materials			\$600	\$250		\$850
21	contract labor to install materials			\$1,500	\$1,500		\$3,000
22	printed items			\$500	\$0		\$500
23	production costs			\$875	\$125		\$1,000
24	donated furniture			\$0	\$0	\$750	\$750
25							\$0
26							\$0
27							\$0
28							\$0
29	Subtotal Other Project Costs			\$3,475	\$1,875	\$750	\$6,100
30	TOTAL PROJECT COST			\$3,475	\$7,425	\$750	\$11,650
31	% of Total Project Costs			30%	64%	6%	100%
32							
33	The Request from WCF (cell D30) should be the same as Amount Requested from the Foundation on the Application Form.						
34	The Total Project Cost (cell G30) should be the same as Total Cost of the Project on the Application Form.						
35							
36							
37	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.						
38							
39	Call Nancy Sullivan at 757-259-1660 if you have any questions.						
40							
41							