



## Sample Budget Narrative

Please note: budget narratives vary widely. The goal is to help Rose Community Foundation staff understand the scope of your organization or particular project. Because this example is purposely generic, you may choose to be more or less elaborate accordingly.

- If your request is for a particular program or project, please indicate whether that program's budget is *included in* the total organization budget, or whether it is *in addition to* the total organization budget.
- Multi-year requests must include a separate line-item project budget for each fiscal year for which funding is requested, along with budget narratives for each year.

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**1) Significant Line Item Descriptions** (describe each significant line item, showing how amounts were derived and explaining how the line item relates to the project. The budget narrative for an organization seeking general operating support should address at least the five largest categories in that organization's overall budget.)

- Program Director - \$46,000  
Salary and benefits for one full-time program director for one year to manage project implementation. Responsibilities will include: primary contact for participating agencies; oversight of data collection, administrative activities.
- Evaluation - \$12,000  
A consultant will track and evaluate the program, and provide recommendations for improvement and funding streams. The consultant will also create a final report that documents the impact of the program. In addition, the consultant will work with the program director to create a model that can be replicated and used as a tool to expand the program to other target areas. The consultant will be paid \$1,000 per month for the 12 months coinciding with the proposed grant period.

**2) Pending and Pledged Funding** (discuss the status of requests to other funders and the overall likelihood that the project budget can be raised to coincide with the proposed grant period.)

Our organization has the following proposals pending:

- |                         |                 |
|-------------------------|-----------------|
| • ABC Foundation        | \$5,000         |
| • DEF Foundation        | \$10,000        |
| • Doe Family Foundation | <u>\$2,500</u>  |
| <b>TOTAL:</b>           | <b>\$17,500</b> |

The following support has been committed:

- XYZ Foundation           \$20,000
  - QRS Foundation         \$10,000
  - Smith Family 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 have been committed to this project; the tournament will be held six months after the start date, and the projected gross is \$30,000.

Committed funding	\$32,500
Pending funding	\$17,500
Golf tournament	<u>\$30,000</u>
<b>TOTAL:</b>	<b>\$80,000</b>

Our request from Rose Community Foundation for \$20,000 would complete our \$100,000 total budget.

**3) Sustainability** (comment on how the organization intends to sustain the project beyond the end of the proposed grant period.)

The evaluation component of our project is specifically designed to address sustainability, with future funding recommendations a required part of the project’s evaluation. Our organizational development plan also outlines efforts to implement multiple fundraising events and to launch an individual donor campaign and a direct-mail-solicitation program.