

## WORKSHEET: UNDERSTANDING THE MEHAF BUDGET FORM

**\*\*NOTE: This worksheet is for technical assistance purposes only. This worksheet does not replace any required materials for a Grant Application. It should not be submitted with your Grant Application. \*\***

### **Part 1**

#### **What is a Budget?**

A project budget is the estimated financial plan itemizing the resources required to carry out a program or project. A budget should include all funding you anticipate receiving for the project, as well as all expenses you anticipate incurring during the project period. The budget is an important component of a proposal as it links the funding you are requesting with specific elements of your proposed project. A budget should be reasonable and demonstrate that the funds being asked for will be used wisely. Along with a well-prepared budget narrative, your project budget can add greatly to MeHAF's understanding of the project. If the project is funded, the proposal budget will become the financial plan for the project.

#### **Who should prepare it?**

The best person to prepare the budget is the person who is most knowledgeable about the project, knows a lot about your organization and has some basic financial knowledge. This person could be the project director, a staff member involved in the project or even the person who handles the finances for your organization.

#### **Does MeHAF require a standard budget form?**

MeHAF requires applicants to use the budget form created for each of its grant programs. For Discretionary Grants, applicants can download the budget form from the online application. Applicants requesting meeting support need to submit only their event budget, and do not need to use a MeHAF form. When applying to MeHAF in response to a special request for proposals (RFP) the budget form will be posted on the RFP page. The budget form is also accessible within the online application.

#### **Remember...**

Please make sure your budget form includes your organization's name, project title and project period; occasionally we do ask for more information.

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### Part 2: Income and Sources

List all sources of Income for your project (including all in-kind support. MeHAF funds cannot exceed the maximum request amount listed on the RFP.):

Organization	Amount
<b>MeHAF Funding</b> (How much are you requesting from MeHAF?)	
<b>Applicant Funds</b> (Are you providing any funding or in-kind support? Remember, MeHAF has a match requirement for most of its grants programs.)	
<b>Funding from Other Sources</b> (This column should include other grants you have received or applied for and any contributions from partners, including in-kind support.)	
<b>Total Income:</b>	

### Part 3: Beginning to Build Your Project Budget and Narrative

Identify each of the expenses below for your project. If any of the items listed will count as in kind support please put a ☆ next to each of them.

**A. Wages and Salaries** – List each person who will be working on the project by position or title, how much time they will spend on the project (for example, .25 FTE\*), and their compensation. Salaries should be consistent with other similar positions within the applicant organization.

*\*FTE stands for “full time equivalent.” One person working full time is 1.0 FTE.*

**B. Payroll Taxes and Fringe** – The fringe amount should be based on actual known costs or an established formula.

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- C. Consultants** – List the consultant(s) working on the project, the service to be provided or expected deliverables, their hourly, daily, or total project fee, and estimated time on the project.
  
- D. Program Partners** – List identified or potential program partners and how much funding they will receive for their participation.
  
- E. Office Supplies** – List expenses directly related to the proposed grant activities.
  
- F. Program Materials** – List expenses directly related to the proposed grant activities.
  
- G. Postage and Courier** – List expenses directly related to the proposed grant activities.
  
- H. Printing and Copying** – List expenses directly related to the proposed grant activities.
  
- I. Rent & Utilities** – List expenses directly related to the proposed grant activities.
  
- J. Telephone and Internet** – List expenses directly related to the proposed grant activities.
  
- K. Travel: Grantee Meetings** – List expenses related to MeHAF-sponsored learning community and grantee meetings. Refer to the RFP for number of meetings to expect.

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- L. Travel: Other** – List travel expenses directly related to the project. Itemize travel expenses for project personnel by purpose. Show how you calculated these costs.
- M. Other (Specify)** – List other expenses directly related to the project that do not fit within other categories.

### **Part 4: Direct Expenses**

Direct expenses are the expenses an organization predicts it will incur during a project period that are directly related to the design, planning and implementation of that project. Direct Expenses include items such as personnel salary and benefits, program partner compensation, subcontractors, consultants, project materials or travel. All estimated expenses should be reasonable and based on accurate cost estimates. (Use Part 3 to complete this section. Any items which you starred will not be included.)

List all direct expenses here:

	Expense	Total Amount	Subtotal Direct
<b>A</b>	<b>Wages and Salaries</b>		
<b>B</b>	<b>Payroll Taxes and Fringe</b>		
<b>C</b>	<b>Consultants</b>		
<b>D</b>	<b>Program Partners</b>		
<b>E</b>	<b>Office Supplies</b>		
<b>F</b>	<b>Program Materials</b>		
<b>G</b>	<b>Postage and Courier</b>		
<b>H</b>	<b>Printing and Copying</b>		
<b>I</b>	<b>Rent &amp; Utilities</b>		
<b>J</b>	<b>Telephone &amp; Internet</b>		
<b>K</b>	<b>Travel: Grantee Meetings</b>		
<b>L</b>	<b>Travel: Other</b>		
<b>M</b>	<b>Other (specify)</b>		
		<b>Total:</b>	

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### **Part 5: Calculating Required Match /In-kind Support Total**

MeHAF requires grantees to contribute or secure a minimum level of cash or in-kind support for all requests except for Discretionary and Foundation-Initiated grants. Calculating the match or in-kind support totals allows applicants to know the minimum amount of in-kind support required for their project. The required match amount is based on the organization's budget and the amount requested from MeHAF.

For very large organizations with multiple divisions or units, you may base the match requirement on the applying division's/unit's budget. MeHAF wants to see that the applicant has invested resources in the project to complement the grant funding. MeHAF will accept any combination of cash and in-kind support to meet the requirement.

- Organization's annual budget: \$ \_\_\_\_\_

- Match Requirement Chart

Size of Organization's Annual Budget	Proportion of MeHAF Request from Cash or In-Kind Support
≤ \$250,00 – \$1 Million	5%
\$ 1 Million - \$5 Million	10%
\$5 Million - \$10 Million	15%
≥ \$10 Million	20%

- Required Match/In-kind support: \_\_\_\_\_ %  
(from chart above)
- Required Match % x MeHAF Request Amt. = Total Match Needed



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**Part 6: Match and In-Kind Support**

In-kind support represents goods and/or services provided by the applicant, or its partners, towards the project. In-kind support may be difficult to calculate because you need to estimate a dollar value amount which accurately represents the goods and/or services provided. List the various in-kind contributions your organization and its partners will be providing to the project. (Include the starred items in Part 3 here.)

Support	Hours or Value	Total estimated \$	Provide by Applicant	Provided by Others

**Part 7: Indirect (Overhead) Expenses**

Overhead expenses which are incurred by the organization in the execution of the project, but are not directly related to the project are indirect expenses. These are expenses related to overall operations and are shared among projects and/or functions. MeHAF’s approved indirect expense rate cap is 20% of the direct expenses requested. The items included in indirect expenses do not need to be itemized.

20% of \_\_\_\_\_ = \_\_\_\_\_  
 (Total of Direct Expenses from part 4) (Indirect (Overhead) Expenses)