

## BSCF Budget Template

### Instructions

#### Instructions for Using this Project Budget Template

This budget template is designed to provide BSCF information on the overall proposed project and how BSCF funds would be used to support the work. See the **SAMPLE** tab for a sample for Budget Year 1 (sample cannot be edited).

During the course of review, BSCF staff may request the budget be updated to reflect the Foundation's interest in the project.

If awarded, the agreed to project budget will need to be reported on. Use the green tab(s) labeled Report - Actual ONLY to report on actual expenses related to BSCF approved funds. Ignore them at the application stage.

Even if there are lobbying expenses associated with this project, the lobbying section at the bottom must be completed (see instructions below).

**TAB KEY:** Budget **Use for Applications ONLY** Report **Use for Reporting ONLY** Consolidated **Enter Start/End Dates ONLY**

#### General

Save a copy of this file replacing "OrgName" in the template file name with your organization's name, and enter the date where indicated.

Enter in clear cells ONLY. Cells filled with grey and black either have calculation formulas or are not applicable in that section.

All entries are for \$ amounts only. Percentage fields are auto-populated based on entries.

Start on the Budget Year 1 tab and enter information in the top left section first, including [Organization Name](#). If request is more than 12 months, enter the annual organization budget, project budget, and BSCF request for that period ONLY (if future annual budget information unknown, provide estimate.)

Entries in the Budget tab(s) are summarized on the Budget Consolidated tab. If Budget is for only one year, the Consolidated Tab will reflect that.

Project Start and End dates need to be filled in at the top of each tab, including Consolidated. Also enter Project Duration on the Consolidated tab.

The BSCF Request chart in the upper right of each page is populated with information entered in other cells. Do not enter values in these cells.

The indirect % in this chart is based on the entire project budget and may be a slightly different number than the Indirect line of of the budget.

The top line of the BSCF Request chart - Project Income - indicates % of request to BSCF compared to the entire project budget. It is not included in the Total Net calculation.

Complete each tab as applicable to the proposed project (Budget Year 1, Budget Year 2, Budget Year 3). Year 1 is considered the first 12 months of the proposed project. For projects longer than 12 months, use the subsequent tab.

As noted above, Project Start and Project End Dates for the entire proposed grant need to be entered on the Budget Consolidated tab. All other information will auto-populate from the other sheet(s).

If more lines of information are entered than provided in the template, ensure the added rows are reflected in the calculated cells.

If there is a slight variance, it may be due to decimal rounding. Adjust any figures with a decimal to correct.

#### Income

Committed Support is documented commitments or already received funds.

Contribution from your organization's existing funds should be entered here (i.e. as in-kind contribution).

Non-Committed Support is grant proposals submitted or other pending support.

There are several cells blocked in this section and colored grey. Do not enter values in these cells.

#### Expenses

Expenses in the BSCF Grant column are proposed expenses related to this request to BSCF only.

Expenses in the Other Funding column are proposed expenses related to the entire project only.

For Salaries information, provide title and % FTE (full time equivalent) for each relevant staff member in column B and enter the related \$ in amount in the next column (for other funding only include a \$ entry). Include titles of staff only - employee name is not necessary.

Indirect costs are considered up to 15% of the direct expenses of the proposed BSCF budget. Allocations can be lower. Enter indirect % for Other Funding sources as well. Indirect % is calculated by multiplying the Indirect % entered by (Total Direct Expenses - Equipment).

Note: the % here might be slightly different than the % in the summary chart at the top of the page as the calculations are distinct.

#### Lobbying - MUST BE COMPLETED EVEN IF NO LOBBYING ACTIVITY IN PROJECT

Under federal tax law, the amount of BSCF's grant for this project must not exceed the non-lobbying portion of the budget for the project.

To demonstrate compliance with this requirement, BSCF will rely on the representations made in the grant proposal, including the proposed budget, concerning the amounts that would be spent on efforts to influence legislation. With entries, ensure an accurate allocation of project expenditures to lobbying activities.

When value in the cell marked with "Must be greater or = to 0" is greater than or equal to 0, the project budget is in compliance with the requirement that BSCF's grant would not exceed the non-lobbying proportion of the project budget.

**No portion of BSCF grant funds may be allocated to or used for lobbying expenses.**

#### Report - Actual Tabs

Actual Tabs are for use for reporting on awarded grants ONLY.

The Actual tabs will be auto-populated with information from the applicable Budget Year Tab and the carried over cells highlighted in grey.

If information changed or reporting on a shorter term (i.e., six months), adjust accordingly. For BSCF Actual under the Income header, enter the portion of the award being reported on corresponding to the Start/End dates entered for reporting at the top of the page.

The Reporting Start and End Dates and Reporting Term in Months for the entire grant need to be entered on the Actual Consolidated tab.

All other information will auto-populate from the other sheet(s).

The reported on lobbying budget is for the ENTIRE project budget (not just the BSCF portion). Enter his amount manually where indicated.

If there is a remaining balance at the final reporting stage, contact BSCF **before** submitting the report to discuss.



**Department on the Status of Women**  
HEALing Roots Collaborative

Entire Project Start Date = XX/XX/XX  
Entire Project End Date = XX/XX/XX  
Project Duration = XX months

Annual Org Budget	\$ 13,949,500
Project Budget	\$ 183,644
BSCF Request	\$ 150,000

**Budget - Consolidated**

	BSCF Request	%
Project Income	150,000	82%
Personnel	150,000	100%
Contracted Srvs	-	0%
Other	-	0%
Indirect	-	0%
<b>Total Net</b>	(0)	0%
BSCF Project Budget by Year		
Year 1	150,000	100%
Year 2	-	0%
Year 3	-	0%
Year 4	-	0%
Year 5	-	0%

Income	BSCF	Other Funding	Total Project Budget	% of project budget
<b>Support</b>				
Committed Subtotal		66,268	66,268	36%
Non-Committed Subtotal	150,000	-	150,000	82%
<b>Total Income</b>	<b>\$ 150,000</b>	<b>\$ 66,268</b>	<b>\$ 216,268</b>	<b>118%</b>

Expenses	BSCF	Other Funding	Total Project Budget	% of project budget
<b>Direct Expenses</b>				
Total Personnel Costs	150,000	41,075	191,075	104%
Total Contracted Services	-	19,391	19,391	11%
Total Other Costs	-	1,193	1,193	1%
<b>Direct Expenses Total</b>	<b>150,000</b>	<b>61,659</b>	<b>211,660</b>	<b>115%</b>
<b>Indirect Expenses</b>				
Indirect Expenses Total	-	-	-	-
<b>Total Expenses</b>	<b>\$ 150,000</b>	<b>\$ 61,659</b>	<b>\$ 211,660</b>	<b>115%</b>
Variance (should = "-")	(0)	4,609	4,609	

**REQUIRED: Lobbying Expenses (Includes planned expenses for direct and grassroots lobbying associated with the project).**

Lobbying Expenses*			-	Must be greater than or = "0"
Non-Lobbying Expenses			-	
<b>Total Project Expenses (should equal total expenses from line 36)</b>	<b>150,000</b>		<b>\$ -</b>	<b>(150,000)</b>

\* Note: No portion of BSCF grant funds may be allocated to or used for lobbying expenses.

<b>Department on the Status of Women</b>		<b>BSCF Actual</b>	<b>%</b>
<b>HEALing Roots Collaborative</b>		Project Income	150,000 82%
Annual Org Budget	\$ 13,949,500	Personnel	- 0%
Project Budget	\$ 183,644	Contracted Srvs	- 0%
BSCF Grant	\$ 150,000	Other	- 0%
Year 1 Project Start Date = 04/01/2023		Indirect	- 0%
Year 1 Project End Date = 03/31/2024		<b>Total Net</b>	150,000 -100%
Reporting Term = XX Months			
<b>Actual - Year 1</b>			

Income	BSCF Approved Budget	BSCF Actual	Variance \$	Variance %
<b>Support</b>				
BSCF Grant	150,000	-		
<b>Total BSCF Grant Income</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>100%</b>

Expenses	BSCF Approved Budget	BSCF Actual	Variance \$	Variance %
<b>Direct Expenses</b>				
<b>Salaries</b>				
Strategic Initiatives Program Manager	% FTE			
#REF!	100%	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
<b>Total Salaries and Wages</b>		<b>108,039</b>	<b>-</b>	<b>#REF!</b>
Fringe Benefits (% of salaries and wages)	39%	41,961	-	41,961
<b>Total Personnel Costs</b>		<b>150,000</b>	<b>-</b>	<b>#REF!</b>
<b>Contractors</b>				
YCD Program Manager (.054 FTE)		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
<b>Total Contracted Services</b>		<b>-</b>	<b>-</b>	<b>#REF!</b>
<b>Other Costs</b>				
Equipment (100% project dedicated only)		-	-	-
Printing and Mail (100% project related)		-	-	-
Travel (project specific)		-	-	-
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
<b>Total Other Costs</b>		<b>-</b>	<b>-</b>	<b>#REF!</b>
<b>Direct Expenses Total</b>		<b>150,000</b>	<b>-</b>	<b>#REF!</b>
<b>Indirect Expenses</b>				
<b>Indirect Expenses Total</b>		<b>-</b>	<b>-</b>	<b>-</b>
Indirect Expense % (maximum 15% for BSCF)		-	-	
<b>Total Expenses</b>		<b>\$ 150,000</b>	<b>\$ -</b>	<b>#REF!</b>
Variance (should = "-")		(0)	-	#REF!

<b>REQUIRED: Lobbying Worksheet (Includes ACTUAL expenses for direct and grassroots lobbying associated with the ENTIRE project).</b>				
Lobbying Expenses* (ENTIRE project budget)			-	Must be greater than or = "0"
Non-Lobbying Expenses (ENTIRE Project Budget)			-	
<b>Total Project Expenses (should equal total expenses from line 61)</b>		<b>150,000</b>	<b>\$ -</b>	<b>-</b>

\* Note: No portion of BSCF grant funds may be allocated to or used for lobbying expenses.

Department on the Status of Women				BSCF Actual	%			
HEALing Roots Collaborative				Project Income	150,000 82%			
	Annual Org Budget	\$	13,949,500	Personnel	- 0%			
Reporting Start Date = XX/XX/XX	Project Budget	\$	183,644	Contracted Srvs	- 0%			
Reporting End Date = XX/XX/XX	BSCF Grant	\$	150,000	Other	- 0%			
Reporting Term = XX months				Indirect	- 0%			
<b>Actual - Consolidated</b>				<b>Total Net</b>	150,000 -100%			
				BSCF Project Actuals by Year				%
				Year 1	-	-		
				Year 2	-	-		
				Year 3	-	-		
				Year 4	-	-		
				Year 5	- -			
Income		BSCF Approved Budget	BSCF Actual	Variance \$	Variance %			
<b>Support</b>								
BSCF Grant		150,000	-					
<b>Total Income</b>		<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>100%</b>			
Expenses		BSCF Approved Budget	BSCF Actual	Variance \$	Variance %			
<b>Direct Expenses</b>								
Total Personnel Costs		150,000	-	150,000	100%			
Total Contracted Services		-	-	-	-			
Total Other Costs		-	-	-	-			
<b>Direct Expenses Total</b>		<b>150,000</b>	<b>-</b>	<b>150,000</b>	<b>100%</b>			
<b>Indirect Expenses</b>								
Indirect Expenses Total		-	-	-	-			
<b>Total Expenses</b>		<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>100%</b>			
Variance (should = "-")		(0)	-	(0)				