

BUDGET & CASH MATCH



Organizational budgets

- Help reviewers understand your organization
- Prove financial solvency
- Put proposed project into perspective
- Can be in your format of choice

Project budgets

- Line item account of expenses and income
- Detailed, tracked and changed
- Approved for direct costs only (no indirects, overhead or F&A expenses)
- Include expenses and income (including HSG grant and cash match)
- Submitted using HSG template

IHS Heritage Support Grant
Budget Template

Organization Name:
Project Name:
Project Start Date:
Project End Date:

INCOME

Description	Budgeted	Actual	Difference	Notes
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Totals	\$0.00	\$0.00	\$0.00	

EXPENSES

Description	Budgeted	Actual	Differences	Notes
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Totals	\$0.00	\$0.00	\$0.00	

BALANCE	Projected	Remaining	Differences	Notes
	\$0.00	\$0.00	\$0.00	

Budget justification

- Explain expenses with enough details to justify inclusion in project
- Clarify how calculations were made (if needed)
- Follow same order as itemized budget
- Make sure everything in budget and proposal match up

Budget justification example

PERSONNEL

Intern: One summer intern is requested for 20 hours per week for 10 weeks at \$10/hr (\$2,000 total) to assist with collections inventory and data entry.

EQUIPMENT

Shelving: Funds totaling \$1200 are requested to purchase four (4) 84" record storage racks at \$245 each (plus shipping) in order to store objects in archival boxes.

MATERIALS AND SUPPLIES

Archival boxes: Funds totaling \$175 for purchase of five (5) archival textile boxes at \$28 each (plus shipping). Will be used to store quilts when not on exhibit.

Cash match

- Percentage (15%) of total grant request provided by organization
- Required for Project Grants
- Actual dollars (not in-kind or cost-share)
- Calculated in addition to your total request
 - Ex: Grant request = \$20,000, Cash match = \$3,000, Project total = \$23,000
- Total amount must be secured by end of grant period cycle
- Sources must be documented

Cash match

- Must be earmarked specifically for this project
- Must be from new fundraising activities (Not organization's general fund)
- Fundraising can begin four months prior to the Summary of Proposal deadline (i.e. Aug. 1 for Dec. 1 deadline).