



One Pillsbury Street
Concord, NH 03301
603-228-2448

Budget Guidelines

Use this information as you complete the budget table and budget justification as part of your Endowment for Health grant proposal. The purpose of the budget table and budget justification is to show how much your project will cost, where the money will come from, and how the money will be used.

Budget Table Instructions

A budget table is required for all Endowment for Health grant proposals.

The Endowment for Health budget table template is provided to demonstrate the Endowment's preferred format, though the Endowment will accept other budget formats. Common account names are listed as examples in the Endowment budget table that can be changed to reflect your project and organizational account names. There is a separate column to show how the request to the Endowment will be used. Other columns are included to document other funders' support, in-kind support and anticipated income. Each contributing organization and/or revenue source (committed and uncommitted) should be listed separately under Revenue Sources with the amount listed in the appropriate column.

Direct expenses attributed to the project should be listed under expenses in the appropriate column. Each employee and contractor should be listed on a separate line. Resources identified in the project workplan, if applicable, can help identify direct expenses for the project.

Indirect expenses do not need to be itemized. The Endowment will fund indirect (administrative overhead and facility costs) expenses for up to 15% of direct expenses excluding contracted services, furniture, computer equipment and computer software expenses. General administrative and facility (except conference/meeting space) costs are considered indirect costs and will not be funded separately as a direct expense.

Total Revenues should equal Total Expenses in every column. If they are not the same, explain why in the budget justification.

Budget Justification Instructions

A budget justification is required for all Endowment for Health grant proposals.

The Endowment for Health budget justification template is provided to demonstrate the Endowment's preferred format, although the Endowment will accept other formats.

The budget justification should explain in detail the line items in the budget table. A narrative justification for revenue sources should be included when the commitment status is not clear and/or there is additional information you want to include for clarity. Expense lines should include a general description of the line item and how the amount was determined. For example, each employee and contracted service should be listed separately and include the rate and number of hours.

Definitions

The following terms, in alphabetical order, are used in the budget table template, sample budget table, and budget justification.

Committed Revenues

Income for which you have received a binding commitment.

Direct Expenses

Direct expenses are those costs directly attributed to a specific project. Sometimes different expenses of the same type (for example, postage) qualify as direct *and* indirect expenses. For example, the cost to mail 200 brochures directly related to a project would be a direct expense, and the cost of the project's share of general postage would be an indirect expense.

Equipment and Furniture

Rental and purchase of office furnishings and equipment, including computer and telephone equipment that are used directly in service to the project.

Fringe Benefits

FICA, health insurance, disability insurance, workers' compensation, retirement contributions, etc. for employees working directly on the project.

Indirect Expenses

Expenditures for which it is often impractical to calculate dollar amounts and itemize as direct expenses, because while these expenses are necessary to support a project, they are also shared across the organization and are therefore not easily identified with a specific project.

Indirect expenses usually involve the following: accounting; administrative and clerical staff, including fiscal management and development; attorneys; communication expenses (telephone and computer access); computer supplies; equipment maintenance; general office supplies; general copying and printing; general postage; non-property insurance; facility costs (rent, utilities, and facilities maintenance and property insurance).

In-Kind

Contributed goods and services (such as, salaries, fringe benefits, and rent), rather than the money to pay for those goods and services.

Meeting Costs

Food, meeting space, and rental equipment (LCD, microphones, etc.).

Office Operations

Copying, printing, supplies, and postage that directly relate to the project.

Income

Income generated by the project, such as money received from Medicaid, client fees, private insurance reimbursement for services, and conference revenue.

Total Contracted Services

Sum of the costs of all outsourced services or workers, including consultants and professional fees.

Total Salaries and Wages

Sum of the salaries and wages of all full-time, part-time, and temporary employees who are directly related to the project.

Travel/Conference

Conference expenses and general travel expenses that directly relate to the project.