

evanston!communityfoundation
ROLLING GRANTS PROGRAM GUIDELINES

PROJECT BUDGET SAMPLE

A thoughtfully prepared budget demonstrates you have considered all the costs associated with the request, as well as the resources needed to ensure the project's success. Download a budget template at www.evanstonforever.org/rollinggrants

EXPENSES

Possible categories: salaries, professional fees, publicity/outreach, etc. You may include administrative overhead representing between 10% - 15% of the request amount. This includes expenses relating to rent, utilities, insurance, technology, and accounting.

| Item | Total Project (\$) | This Request (\$) | Notes |
|-----------------------------|--------------------|-------------------|-------|
| Staff salaries and benefits | \$6,500 | \$1,350 | |
| Marketing | \$2,500 | \$2,500 | |
| Print/Copy | \$1,200 | | |
| Administrative Overhead | \$1,800 | \$650 | |
| | | | |
| TOTAL EXPENSES | \$12,000 | \$4,500 | |

Revenue/Project Support

Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc
 Pending sources of support include requests currently under consideration. Please indicate anticipated decision date in Notes.

| Item | Total Project (\$) | Pending (\$) | Secured (\$) | Notes |
|----------------------|--------------------|----------------|----------------|-----------------------------|
| ABC Foundation | \$3,000 | \$3,000 | | Decision date: May |
| ECF Rolling Grant | \$4,500 | \$4,500 | | |
| Individual Donations | \$3,500 | \$1,500 | \$2,000 | Anticipated decision: April |
| Fees for services | \$1,000 | | \$1,000 | |
| | | | | |
| TOTAL INCOME | \$12,000 | \$9,000 | \$3,000 | |

QUESTIONS? OUR STAFF IS HERE TO HELP.

Contact Karli Butler, Program Officer at (847) 492-0990 or grants@evanstonforever.org or visit www.evanstonforever.org