

**City of Loveland
2019 CDBG Proposal
OPERATING Budget**

Depending on the project the CPO may ask for an Operating Budget. Staff will send you this form to fill out and return prior to your presentation.

Under Revenue, enter the dollar amount that has been confirmed under "Confirmed Amount". Under Expenses, enter the line item that will be paid using City grant funds if a grant is awarded. Show the % of the total budget for both revenue and expenses.

DO NOT list depreciation as an expense. Only list in-kind donations if agency would have to pay for the item if it weren't donated.

AGENCY Revenue

Source	Amount	Confirmed Amount
Federal Grants		
State Grants		
City of Loveland		
Foundations		
Donations		
Fundraising		
United Way		
Client Fees		
*Other (please name source)		
*Other (please name source)		
Total Agency Revenue:		

AGENCY Expenses

Expense Category	Amount	Budget Explanation
Salaries & Benefits		
Program Supplies		
Rent/mortgage/utilities		
Professional Fees		
Transportation		
Travel		
Training		
Volunteer Recognition		
Fundraising		
Marketing		
*Other (please explain)		
*Other (please explain)		
Total Agency Expense:		

*If the agency budget includes expense line items or revenue sources not listed on the application, use the "other" lines to include those amounts. Change "other" to the correct term or name.