

TITLE: Program and Agency Budget Process

Agencies may submit their own program and agency budgets or use the Human Service Grant program and agency budget templates that are on the Community Partnership Office website. **The budgets must show line items for government funding and client income/fees.**

PROGRAM BUDGET QUESTIONS and NARRATIVE

Answer the following questions from your PROGRAM BUDGET

- List your 10 largest sources of income over the last two years and the amount received. If you received funding both years, break the amounts out by year. (Note that only five are shown in the example but 10 are expected to fully answer the question.)

	2018	2019	Totals
Foundation Q	\$37,000	\$25,000	\$62,000
Name of event	\$22,000	\$27,000	\$49,000
Person	\$10,000	\$12,000	\$22,000
Person	\$7,500	\$10,000	\$17,500
Foundation H		\$7,000	\$7,000

- Looking at expenses on your budget, break out the following:

CATEGORY	AMOUNT
Personnel	\$369,916
Direct Costs	\$161,724
Indirect Costs	\$145,402
Total Expenses	\$677,042

- A. Total Cost - Indicate the total funds needed to implement the project / program for which you are applying and indicate how you arrived at this dollar amount. State the dollar amount requested from the Loveland Human Services Grant, as well as any matching funds needed to reach the total cost. Describe how you will use Human Service Grant funding if you receive a grant, for example, staff salaries or direct program costs. Identify where other funding sources will come from.
- B. Personnel – List the number of FTEs that will be working on this project / program. Indicate the percentage of time each staff person contributing to the proposal will work on the project / program. Discuss the cost of personnel benefits.

Number of Staff	Number of FTEs
3 full time staff	3
4 staff at 20 hours	2
Total	5

- C. Program Costs - What are your direct services costs? Identify the percentage of direct costs to the entire cost of the program. Describe how the expenditure of these funds will aid your organization in delivering the services. As much as possible, tie specific costs to your objectives.
- D. Indirect Costs – Please describe indirect costs needed to implement the program / project. Include items such as rent, utilities, postage, supervision and other costs. Justify costs as necessary to your ability to manage the proposed activities.
- E. Net Income / Loss – How much net income or net loss are you expecting. How will you use the net income? How will you recover from a net loss?
- F. Reserves / Endowment – How many months of reserves do you have? Tie the answer to your Balance Sheet. Are there any restrictions on accessing the funding? If yes, what are those restrictions?