

## SAMPLE CONSTRUCTION BUDGET

This is an example of a project budget for an agency that proposes to construct a new facility in which to expand its programming.

<b>Expenses</b>	
Hard Construction Costs (8,000 SF @ \$97/SF)	
Foundation, Framing, Drywall, Flooring, Roofing	\$581,000
Plumbing, Electrical, Security System	80,000
Fixtures, Furnishings and Equipment	50,000
HVAC	27,000
Landscaping	19,000
Site Work	<u>18,000</u>
Sub-total Hard Costs	\$775,000
Land Acquisition	75,000
Soft Construction Costs	
Architect and Engineers	31,000
Fees	<u>4,000</u>
Sub-total Soft Construction Costs	\$35,000
Contingency	<u>10,000</u>
<b>Total Expenses</b>	<b>\$895,000</b>
<b>Revenues</b>	
Individual Contributions	\$295,000
ABC Foundation	125,000
Government Grant	75,000
Corporate Donations	75,000
DEF Foundation	65,000
Other Foundations	55,000
XYZ Corporation (in-kind)	25,000
Other Corporate Donations	25,000
Fundraising Events	15,000
ABC Corporation	10,000
XYZ Foundation (pending)	30,000
<b>Meadows Foundation (recommended)</b>	<b>\$60,000</b>
To Be Raised From Other Sources	<u>40,000</u>
<b>Total Revenues</b>	<b>\$895,000</b>

**Note:**

- Hard construction costs include any costs that cannot be physically moved, in other words site work, renovations or construction work, plumbing, electrical, landscaping, parking lot, demolition, flooring, roofing, HVAC, wiring, fire and security alarms, playgrounds, fixtures, appliances, etc. that become a permanent part of the site.
- Soft construction costs include fees, surveys, permits, architect and engineer fees, etc.
- Contingencies are usually about 10% of construction costs.
- Among other things, the Foundation looks at the cost per SF of the hard construction costs.

## Detailed Project Budget

Please provide a detailed description of how you intend to use the funding provided by the Citigroup Foundation and how this compares with the overall funding for this program. Please note that you need to show the expense breakdown for Citigroup funding ONLY, even though other funders may finance this project. If you require additional lines, please select "Insert-Row" from the menu bar.

<b>Detailed description of how <u>Citigroup</u> funding and <u>total</u> program funding</b>			
	<u>Description</u>	<u>Citigroup Foundation</u> <u>Breakdown</u>	<u>Total Program Funding</u>
<b>Expenses:</b>			
Salaries	Executive Director @ .15FTE - \$9,000; Arts-in-Ed Coordinator - \$40/hr x 4hrs/wk x 52 wks - \$8,320; Manager, Marketing, Sales & Audience Dev. - \$40/hr x 4hrs/wk x 52 wks - \$8,320; Gen. Manager - \$35 hr x 2 hrs/wk x 52 wks - \$3,640; Bookeeper - \$35/hr x 4 hrs/wk x 52 wks - \$7,280; Fringe Ben. @ 18% of \$36,560 salaries - \$6,580	\$ 2,500.00	\$ 43,140.00
Rent			\$ 1,250.00
Program Materials	Study guides for schools, performance props, costumes		\$ 2,000.00
Other 1 (explain)	Internships, consultants - The Mighty Theater fee for educational and community service programs (artists fees)	\$ 5,000.00	\$ 15,000.00
Other 2 (explain)	Conferences, meetings		\$ 500.00
Other 3 (explain)	Printing, publications - printing of promotional materials (e.g. program brochure, recruitment flyers, etc.		\$ 3,000.00
Other 4 (explain)	Telephone		\$ 600.00
Other 5 (explain)	Equipment purchase		\$ 1,000.00
Other 6 (explain)	Food		\$ 300.00
Other 7 (explain)	Production - Technical and production costs related to performances and workshops		\$ 4,600.00
<b>Expenses (Citigroup total)</b>			
The column on the left should match the amount requested from the Citigroup Foundation. The column on the right should match your total project budget amount.		\$ 7,500.00	\$ 71,390.00

<b>If other funders will finance this project, please provide their information below</b>			
<u>Funder</u>		<u>Amount Requested</u>	<u>Amount Secured</u>
Funder 1	Proposed Citigroup	\$ 7,500.00	
Funder 1	Kraft Cares Westchester	\$ 30,000.00	
Funder 2	Gannett Foundation	\$ 10,000.00	
Funder 3	Ronald McDonald House Char.	\$ 10,000.00	
Funder 4	Earned income		\$ 10,000.00
Funder 5	Misc. donations		\$ 3,890.00
<b>Total Project Funding</b>		\$ 57,500.00	\$ 13,890.00
<b>Total Project Expenses</b>			\$ 71,390.00

# Proposed Grant Budget

Explanation should describe how you arrived at amounts. See example.

If lines are inserted, remember to add calculated fields.

Budget Items	Explanation	NHC Funds	Cash Match	In-Kind Match	Total Funds
<b>PERSONNEL</b>					<b>0</b>
Project Director	70 hours @ \$20/hour		1,400		1,400
Administrative Staff	60 hours @ \$7.50/hour		450		450
Fiscal Agent	12 hours @ \$20/hour		240		240
Publicity Director	30 hours @ \$15/hour		450		450
Humanities Scholars (list below)					0
George Hall	\$1,500 honorarium (NHC limit \$	500	1,000		1,500
Jane Jones	\$500 honorarium	500			500
					0
					0
Other (specify below)					0
Moderator	\$200 honorarium			200	200
					0
<b>TRAVEL AND PER DIEM</b>					<b>0</b>
Project Director and Staff					0
Humanities Scholars (list below)					0
George Hall	airfare from Chicago	180			180
George Hall	\$100 per diem x 2 ((NHC limit \$	150	50		200
Jane Jones	200 miles @ 42 cents	84			84
					0
<b>COMMUNICATIONS</b>					<b>0</b>
Telephone	60 calls @ \$5			300	300
Printing	2000 brochures @ .15	300			300
Postage					0
Publicity	2 newspaper ads @ \$100	200			200
Other (specify below)					0
					0
					0
					0
<b>SUPPLIES</b>					<b>0</b>
Office				100	100
Equipment					0
Space Rental				200	200
					0
					0
<b>OTHER COSTS (specify below)</b>					<b>0</b>
					0
					0
					0
					0
<b>TOTALS</b>		<b>1,914</b>	<b>3,590</b>	<b>800</b>	<b>6,304</b>

Will an admission fee be charged? No

If so, how much?

The NHC may choose to not fund a grant, fund a grant at a lesser amount, fund only certain aspects of a grant, and/or fund a grant with certain stipulations. If you are NOT open to partial funding, please indicate that here.



4

## Melbourne Research Research Grants and Contracts

### Example 2: Spencer Foundation (Research Grant)

Dr Michael Winslow is applying for a grant from the Spencer Foundation in the United States. The Spencer Foundation supports educational research and allows indirect costs of 15% on research grants of more than \$50,000. It does not allow cost recovery for research grants under \$50,000, fellowships or training grants. Dr Winslow will be applying for a Major Grant (valued at over \$40,000) and will be providing a preliminary proposal using the proposed budget format provided by the Spencer Foundation as follows:

- **Institution Name:** The University of Melbourne
- **Principal Investigator(s):** Dr Michael Winslow
- **Project Title:** Researching Education: the next vital step
- **Grant Period:** from 1 July 2008 to 30 June 2010

	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Total
<b>Personnel</b>				
Salaries				
Principal Investigator	\$11,200	\$22,400	\$11,200	\$44,800
Co-PI(s)	\$11,200	\$22,400	\$11,200	\$44,800
Research Assistant	\$32,000	\$64,000	\$32,000	\$128,000
Staff	\$5,000	\$10,000	\$5,000	\$20,000
Tuition/Fees				
Benefits				
Subtotal Personnel	\$59,400	\$118,800	\$59,400	\$237,600
<b>Project Expenses</b>				
Fees/Stipends				
Supplies				
Communication			\$10,000	\$10,000
Transcription		\$8,000		\$8,000
Equipment				
Travel	\$6,000	\$15,000		\$21,000
Miscellaneous	\$12,000			\$12,000
Subtotal Project Exp.	\$18,000	\$23,000	\$10,000	\$51,000
<b>Total Direct Costs</b>	<b>\$77,400</b>	<b>\$141,800</b>	<b>\$69,400</b>	<b>\$288,600</b>
<b>Indirect Costs (15%)</b>	<b>\$11,610</b>	<b>\$21,270</b>	<b>\$10,410</b>	<b>\$43,290</b>
Sub-Contract(s)				

	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Total
<b>Total Project Costs</b>	\$89,010	\$163,070	\$79,810	\$331,890

### Other background information

- The project does not involve any graduate students at the University. The Spencer Foundation will be requested to supply funding for the 0.2 FTE that Dr Winslow and his co-PI, Dr Mancini, will be working on the project as well as the full-time Research Assistant and some funding for casual administrative support.
- It is an interview-based project so there are funds set aside for travel, transcription and communication of results.
- The figures are in US dollars at an exchange rate of \$A1.00 = \$US0.95, so a miscellaneous figure has been included as a contingency for this as well as minor items that may be required to be purchased in the first year of the project.
- If another organisation was involved there would have been a sub-contract figure to cover their involvement, including any cost recovery for their overheads (which should be limited to 15%).

### Budget form

View a completed and annotated [UOM Budget Form](#) -

[http://www.research.unimelb.edu.au/\\_data/assets/text\\_file/0009/151002/uom\\_examplebudgetspencer.xls](http://www.research.unimelb.edu.au/_data/assets/text_file/0009/151002/uom_examplebudgetspencer.xls) to see how the grant price has been calculated.

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Category	Item Totals	Sub-Totals	Justification
<b>Direct Expenses</b>			
<u>Survey Supplies and Expense</u>			This part of funding will be used to cover direct out-of-pocket expenses, including questionnaire production, printing, distribution, and collection
<i>Letterhead</i> (1,500 pages at \$.05 per page)	\$75		
<i>#10 Envelopes</i> (3,000 pieces at \$.06 per piece for three surveys)	\$180		
<i>10" x 13" Envelopes</i> (1,500 pieces at \$.10 per piece for three surveys)	\$150		
<i>9" x 12" Business Reply Envelopes</i> (1,500 pieces at \$.09 per piece for three surveys)	\$135		
<i>Questionnaire Printing</i> (1,500 copies at \$.46 per copy for three surveys)	\$690		
<i>Sub-total</i>		\$1,230	
<u>Mailing Expenses</u>			
<i>Questionnaire, Cover Letter, and Return Envelope</i> (1,500 packages at \$.82 first-class postage for three surveys)	\$1,230		High rates of participation are needed across all three waves of study over a six-month period. Prior research suggests that these kinds of incentives are effective at eliciting participation.
<i>Reminder letters</i> (assuming 500 pieces for three surveys at \$.41 per letter)	\$205		
<i>Questionnaire Returns in Business Reply Envelopes</i> (assuming 1,300 pieces \$.41 per package for three surveys)	\$533		
<i>Sub-total</i>		\$1,968	
<u>Participant Incentives</u>			
<i>\$10 gift card for participants who completes each of the three surveys</i> (assuming an initial 600 participants who complete Time 1 survey, 400 participants who complete Time 2 survey, and 300 participants who complete Time 3 survey)	\$13,000		High rates of participation are needed across all three waves of study over a six-month period. Prior research suggests that these kinds of incentives are effective at eliciting participation.
<i>one \$500 lottery and five \$100 lotteries for participants who complete all three surveys</i>	\$1,000		
<i>Sub-total</i>		\$14,000	
<u>Personnel – Research Assistant</u>			This comprehensive study requires significant effort in survey administration (e.g., distribution and collection), data management (e.g., data input and analysis), and feedback report writing. Significant time has already been invested in conducting the extensive literature review and survey design.
<i>Half of the tuition for the 2009-2010 academic year</i>	\$3,828.51		
<i>Wages and fringe for the 2009-2010 academic year (10 hour/week)</i>	\$6,492.50		
<i>Sub-total</i>		\$10,321.01	
<b>Total direct expense</b>		<b>\$27,519.01</b>	
<b>Overhead (15% of total direct expense)</b>		<b>\$4,127.85</b>	
<b>TOTAL PROJECT EXPENSES</b>		<b>\$31,646.86</b>	



## Program Expansion Project Budget

September 1<sup>st</sup> – August 31<sup>st</sup>

This is an example of a project budget for an agency that proposes to expand programming to meet an increasing demand for services. The budget details the proposed new expenses within the agency's larger operating budget.

<b>Expenses</b>	<b>2008-2009</b>	<b>2009-2010</b>
Salaries and Expenses	\$459,093	\$472,866
Program Expenses	167,294	175,659
Fundraising Expenses	61,899	62,827
Administrative Expenses	51,564	52,595
<b>Program Expansion Expenses</b>		
New Staff – Outreach Director Salary and Benefits	\$44,144	\$45,468
New Staff - Case Manager Salary and Benefits	32,130	33,094
Other New Program Expenses	<u>22,331</u>	<u>23,448</u>
Sub-Total Expansion Expenses	<u>98,605</u>	<u>102,010</u>
<b>Total Expenses</b>	<b>\$838,455</b>	<b>\$865,957</b>
<b>Revenues</b>		
Government Funding	\$418,339	\$430,061
Fee for Service Revenues	83,000	85,000
Special Events and Other Fundraising	80,000	80,000
Individual and Corporate Contributions	70,000	70,000
XYZ Foundation	33,916	33,916
ABC Corporation	28,095	30,000
Other Foundation Grants	24,000	31,149
Interest Income	2,596	3,000
<b>Program Expansion Revenues</b>		
ABC Foundation	\$50,981	\$50,981
Fees for Service	10,350	17,850
DEF Foundation	7,178	-0-
<b>Meadows Foundation (recommended)</b>	<b>30,000</b>	<b>17,000</b>
To Be Raised As \$1:\$1 Match	<u>-0-</u>	<u>17,000</u>
Sub-Total Program Expansion Revenues	<u>98,509</u>	<u>102,831</u>
<b>Total Revenues</b>	<b>\$838,455</b>	<b>\$865,957</b>

- The agency proposes to grow its annual operating budget by approximately \$100,000 in order to expand programming to meet an increasing demand for services.
- It anticipates bringing in increased program revenue (fees for service) and foundation funding to support the expanded program in the future.
- The Foundation looks at the proposed new expenses and their related justifications, as well as the likelihood that the agency will be able to sustain the expanded program in the future.

7

	<b>Budget Item</b>	<b>Amount</b>	<b>Sub-Total</b>
<b>a</b>	<b>Personnel</b>		
	Stipend & Expenses for Sub-Contracted Foreign Interviewers: 80 interviews @ average of approx. \$250/interview	\$20,000	
	Course release for PI. For project administration/coordination and data analysis for duration of the project.	\$18,425	
	Summer Stipends for the PI and Co-PI.	\$56,500	
	GRA support for 3 semesters; Administrative assistance, data coding and analysis support. (includes tuition waiver and benefits)	\$25,200	
	<b>Total Personnel Expenses</b>		<b>\$120,125</b>
<b>b</b>	<b>Direct Expenses:</b>		
	Transcription of Interview Tapes 160 interviews @ approx. \$90/interview (including English translation of foreign interviews)	\$14,400	
	<b>Total Direct Expenses</b>		<b>\$14,400</b>
<b>c</b>	<b>Travel</b>		
	Domestic Travel (Transportation, Accommodation, Meals) • 4 Domestic Trips Requiring Travel Overnight to Interview US-Based Respondents (1 interviewer per trip) Estimated average for the 4 trips: Airfare: \$350 . Lodging: 1 days: \$190 . Food & Misc: \$175	\$2,860	
	<b>Total Travel Expenses</b>		<b>\$2,860</b>
	<b>TOTAL EXPENSES</b>		<b>\$124,425</b>
	<b>Overhead: @ 10%</b>		<b>\$12,443</b>
	<b>TOTAL REQUEST:</b>		<b>\$136,868</b>