



Bonnaroo Works Fund of The Community Foundation of Middle Tennessee Project Budget Guidelines

The information herein is provided for guidance in preparing and submitting the project budget for The Community Foundation's Bonnaroo Works Fund.

OVERVIEW

The project budget identifies sources of funding and amounts for the request as specified in your grant proposal. Identify funds allocated, committed, or pending for this project. These funds may come through your organization's budget or monies raised from other funding sources. Your project expenses and income should equal your project budget. **EXAMPLE:** If your total project budget is \$10,000 then you should show expenses totaling \$10,000 and income totaling \$10,000.

EXPENSES

This category will explain how you plan to use the requested funds should your proposal be funded. In the first column, **PLANNED USE OF BONNAROO WORKS FUNDS**, indicate the specific line items and amounts where the proposed grant dollars would be used. In the second column, **FUNDS COMMITTED OR ALLOCATED TO THIS PROJECT**, indicate funds your organization is committing or those pending from other funding sources that would be used for this project. **NOTE:** Funds committed or allocated should be equal to or greater than the requested amount.

INCOME

This category will explain how you plan to secure funding for the project. In the first column, **FUNDS COMMITTED OR ALLOCATED TO THIS PROJECT**, identify funds your organization is contributing or that you have already secured from other sources for this project. In the second column, **TOTAL PENDING**, show monies yet to be received for this project, including your requested grant amount.

In the **NOTIFICATION DATE** column, you should include anticipated dates for information on any funding requests still pending for the project. **It is your responsibility to inform The Community Foundation as pending funds are secured.**

DEFINITION OF LINE ITEMS

Below is an explanation of each line item on the Project Budget Form. Dollar amounts should be rounded to the nearest whole dollar. Do not include cents.

Expense Section

Personnel & Salaries

1. **Contracted Services** – Services are those provided by individuals on a contract basis, who are not normally considered employees, but outside personnel whose services are specifically identified with the project. These services are for a short-term period and provide a specific and identifiable product, service, or outcome.

2. **Professional Fees** – Similar to contracted services, except that this category could include physicians, nurses, teachers and other professional staff providing a specific product, service, or outcome identified with this project.
3. **Permanent Staff** – Individuals employed, full-time or part-time, by the applicant organization. Positions could include administrators, project directors, support staff, teachers, principals, maintenance staff, professional staff or any other employee that is permanently employed by the organization and providing a specific product or service identified with this project.

Project Expenses

1. **Project Expense/Materials** – Costs directly incurred by the nonprofit in carrying out the project including, for example, project production costs, services, etc.
2. **Marketing** – Costs associated with marketing, publicity, and promotion of the identified project, including, for example, costs could be printed materials, advertisements, mailers, etc.
3. **Postage/Mailing** – Costs incurred for mailings pertaining to the project.
4. **Printing** – Costs incurred for printing and reproduction services necessary for project administration, including, for example, forms, reports, manuals, and informational literature.
5. **Supplies** – Consumable/perishable items used during the execution of the project, including, for example, pens, paper, binders, etc.

Technology/Equipment

1. **Equipment** – Equipment purchases/costs necessary specifically to carry out the project, but not for general office use.
2. **Computer/Computer Peripherals** – Equipment purchases/costs associated with computer needs and the peripherals used to carry out the project, but not for general office use.
3. **Equipment Maintenance/Rental** – Costs incurred for maintenance/rental of equipment used to carry out the project and keeping it in efficient operating condition, but not for general office use.

Other Expenses (Specify)

This category could include any other items that may not fit within the specified line items.

Income Section

Income Sources

1. **Organizational Budget** – Funds from accumulated resources that the organization has budgeted or has reasonably anticipated needing in advance of the project.
2. **Contributions** – Revenue derived from cash donations given and allocated for this project from individuals, businesses, and corporations.
3. **Government Funding** – Funding received from federal, state, or local governments for use in this project.
4. **Foundations** – Revenue derived from other foundation support, excluding this grant, allocated for this project.
5. **Additional Sources** – Other revenue streams such as admissions, sales, contracted service fees, and any other income not specifically identified above.
6. **Community Foundation (This Request)** – This line item will fill in automatically from the **Amount Requested** line.

PLEASE NOTE: In the **NOTIFICATION DATE** column, you should include anticipated dates for any funding sources still pending for the project. **It is your responsibility to inform The Community Foundation as pending funds are secured.**

Should you have additional questions about the Project Budget Form, please contact Erin Holcomb at 615-321-4939 or by email at eholcomb@cfmt.org.