



Proposal Budgeting Basics: Knowledge Exchange Project Budget

Pleasant Valley Community Center

Support:

In-kind donation	\$ 5,200 (1)
Pledged or received to date	5,000 (2)
Amount remaining to be raised	132,330
Total support	\$ 142,530

Costs:

Personnel Costs (3):	Annual Salary	Project %	
Salaries:			
Sally Smith, Executive Director	\$75,000	10%	\$ 7,500
Ben Jones, Project Director/ Instructor	40,000	100%	40,000
Ruth Givens, Instructor	40,000	25%	10,000
Two teaching assistants			18,000 (4)
			\$ 75,500
Payroll taxes and fringe benefits		25%	18,875
Total Personnel costs			\$ 94,375

Other than Personnel costs:

Consultant—evaluation	\$ 5,000 (5)
Books and other reading materials	2,400 (6)
Rent	5,200 (7)
In-kind rent	5,200 (1)
Van	1,800 (8)
Nutritious Snacks	4,000 (9)
Supplies	300
Marketing Costs	500(10)

Total Direct Costs	\$ 118,775
Administrative Costs/Overhead	23,755 (11)
Total Costs	\$ 142,530

Budget Narrative:

- (1) This represents the value of space donated by a local church on the north side of town.
- (2) This grant was received from the ABC Foundation.
- (3) Personnel costs include a portion of the salaries plus fringe benefits of an additional 25% of salaries for the 5 employees directly involved in the project as itemized above.
- (4) Two teaching assistants at \$15/hr. for 3 hours per day.
- (5) A consultant will be hired to conduct pre-program and post-program testing of each participating student and an overall evaluation of the entire program at the end of the year.
- (6) This represents the cost of books and other reading materials that will be given to each of the estimated 160 students participating in the program at an estimated cost of \$15 per student.
- (7) This represents the cost of renting space on the south side of town.
- (8) This represents the program's share of a contract with a local transportation service.
- (9) This represents the cost of nutritious snacks at 50¢ per student, per day.
- (10) This represents the cost of printing and mailing a flyer for outreach to the local schools.
- (11) This represents a proportionate share of PVCC's organizational overhead, which is 20% of direct costs.