

## Sample Budget Justification

Revenue Items	Year 1	Year 2	Narrative Explanation
<b>Committed</b>			
Your Organization, Inc. (Senior Center)	\$3,000	\$6,00	In-Kind: Applicant organization
Visiting Nurse Assoc.	\$3,510	\$10,000	In-Kind: Collaborating organization.
Tom Smith Foundation	\$5,000	\$5,000	Other: Grant to provide funds for CDE services.
Susan Jones Foundation	\$5,000		Other: Unrestricted use.
Memorial Hospital	\$2,000	\$3,000	Other: Unrestricted grant.
<b>Non-Committed</b>			
Endowment for Health	\$68,042	\$66,654	<i>EH Grant:</i> Provides salary expenses for 0.5 FTE Program Coordinator and 0.5 FTE Data Analyst, pro-rated fringe benefits, half of project evaluation expenses and other expenses.
Susan Jones Foundation	\$5,000	\$5,000	Other: Years 1 and 2: matches the \$5,000 Tom Smith Foundation grant. Notification will be made June 30, 2006.
United Way	\$2,000	\$1,875	Other: Years 1 and 2: provides project evaluation.
Medicare	\$9,000	\$9,000	We expect 600 visits per year from clients covered by Medicare. Project Rev: Year 1: 600 visits x \$15 = \$9,000; Year 2: 600 visits x \$15 = \$9,000
Private Insurance	\$6,000	\$6,000	We expect 240 visits per year from clients who have private insurance. Project Rev: Year 1: 240 visits x \$25 = \$6,000; Year 2: 240 visits x \$25 = \$6,000
Client Fees	\$6,000	\$6,000	We expect 400 visits in Years 1 and 2 from clients who are not insured. We will use a sliding scale based on income for these people. Project Rev: Year 1: 400 visits x \$15 avg. sliding scale fee = \$6,000; Year 2: 400 visits x \$15 avg. sliding scale fee = \$6,000
Contributions/Fundraising	\$2,000	\$2,000	Other: Annual fundraising and contributions anticipated for project.
Volunteers	\$9,000	\$9,000	In-Kind: Senior Center members who are retired health care providers with expertise in diabetes care management will volunteer time to the project.
<b>Expense Items</b>			
<b>Total Salaries and Wages</b>	<b>\$54,000</b>	<b>\$56,000</b>	<b>Total</b>
Program Coordinator	\$23,000	\$25,000	<i>EH Grant:</i> Year 1: 0.5 FTE Program Coordinator, new position x \$46,000 = \$23,000, and Year 2: 0.5 FTE x \$50,000 = \$25,000.
Data Analyst	\$15,000	\$15,000	Years 1 and 2: 0.5 FTE Data Analyst, new position x \$30,000 = \$15,000.
Diabetes Educator		\$15,000	Year 2: .25 FTE Diabetes Educator at \$60,0000 annual salary.
Administrative Asst.	\$16,000	\$16,000	In-Kind: Years 1 and 2: 0.5 FTE Admin. Asst., new position x \$32,000 = \$16,000.
<b>Fringe Benefits</b>	<b>\$10,260</b>	<b>\$13,490</b>	<b>Total</b> Fringe Benefits are pro-rated at 19% of salary.

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	\$7,220 \$3,040	\$7,600 \$3,040	<i>EH Grant:</i> Year 1: $0.19 \times \$38,000 = \$7,220$ ; Year 2: $0.19 \times \$40,000 = \$7,600$ Project Revenue: Year 1: $0.19 \times \$16,000 = \$3,040$ ; Year 2: $0.19 \times \$16,000 = \$3,040$
<b>Total Contracted Services</b>	<b>\$38,000</b>	<b>\$15,750</b>	<b>Total</b> Smith Consultants will develop a diabetes education curriculum at \$500 per day. <i>EH Grant:</i> 14 days for development of materials in Year 1 and 8 days in Year 2 Other: 34 days for development of materials in Year 1 and 14 days in Year 2. Volunteer Providers In-kind: Years 1 and 2: Volunteer health care providers (180 hours x \$50 = \$9,000). Evaluation Consultant <i>EH Grant:</i> Year 1: Evaluation consultation 4 days x \$750=\$3K; Year 2: 2.5 days x \$750 =\$1,875. Other: Year 1: Evaluation consultation 2.75 days x \$750=\$2K; Year 2: 2.5 days x \$750=\$1,875.
<b>Equipment and Furniture</b>	<b>\$8,500</b> \$5,700 \$1,200 \$800 \$800		<b>Total</b> Other: Four computer workstations will be purchased for client diabetes education in Year 1 @ \$1,425 per workstation, including software and monitors. Install and connect to network @ \$300 per workstation. 4 Computer desks @ \$200 each. 4 Office chairs @ \$200 each.
<b>Printing, Copying, Postage</b>	<b>\$7,500</b> \$4,000 \$475 \$3,025	<b>\$7,500</b> \$4,000 \$475 \$3,025	<b>Total</b> <i>EH Grant:</i> Printing. Year 1: Print 2,500 copies of brochure @ \$1.60 each ( $2500 \times 1.60 = \$4,000$ ); Year 2: 2,500 copies of updated brochure @ \$1.60 each ( $(2500 \times 1.60 = \$4000)$ ). <i>EH Grant:</i> Copying. Year 1: copy 95 sets of guidelines for patients @ \$5 each ( $95 \times 5 = 475$ ); Year 2: copy 95 sets of guidelines for new patients @ \$5 each ( $95 \times 5 = 475$ ). In-kind: Postage. Year 1: mail 2,500 brochures @ \$1.21 each. Project Rev: Postage. Year 2: mail 2,500 brochures @ \$1.21 each.
<b>Travel/Conference</b>	<b>\$1,276</b> \$291 \$485. \$500	<b>\$3,896</b> \$291 \$485 \$3,000 \$120	<b>Total</b> <i>EH Grant:</i> Years 1 and 2: Project Director to travel to nursing home located 50 miles from program site: 12 visits annually x 50 x 0.485= \$291. Years 1 and 2: Volunteers to travel to nursing home located 50 miles from program site: 20 visits x 50 x 0.485= \$485. Other: Year 1: fee for Project Director to attend conference on Diabetes Care Management @ \$500. Year 2: fee for 6 volunteers and staff to attend Diabetes Care Management conference. Year 2: food allowance for conference attendees (6 x \$20 = \$120).
<b>Indirect Expenses</b>	\$7,571 \$6,460	\$5,285 \$2,005	<i>EH Grant:</i> Expenses utilized by project that are difficult to calculate. (Year 1: $\$60,471 - \$10,000 \times .15 = \$7,571$ ; Year 2: $(\$58,726 - \$5,875) \times .15 = \$7,928$ ). Other: Indirect costs covered by other funders.