

## Financial Information Example

Provide a detailed budget for the year, broken down by function and/or expense area and by time. List the amounts of funds donated from other sources, including their names and contact information. Include contractor estimates for all proposed capital expenses (e.g., costs of proposed buildings and equipment). Identify the budget items for which grant funding is being requested. Use this page as a guide. (Tab in the bottom right block to add additional lines to each table.)

### ***14. Available/anticipated project funding, including requested Matching Grant funds:***

<i>Source with contact information</i>	<i>Amount in U.S. dollars</i>
Requested grant funds (from #10)*	10,000
Church Donations	4,000
Traveler Donations (paid toward airfare)	4,000
Fundraisers	2,000

Total available funding:\$ 20,000

### ***15. Itemize project infrastructure expenses (one-time start-up costs for site and durable equipment):***

<i>Item</i>	<i>Amount in U.S. dollars</i>
Stove	1,500
Water/ice machine	1,300
Construction materials purchased locally	3,450

Total capital expense: \$ 6,250

### ***16. Itemize project operating expenses (consumables and day-to-day ongoing costs) in order of priority:***

<i>Item</i>	<i>Amount in U.S. dollars</i>
Airfare 10 x \$950	9,500
Local Guesthouse rooms 5 x \$25/d x 6d	750
Food for community dinner	200
Meals purchased locally 10 x \$25/d x 7d	1,750
Transportation- Enterprise	800
Insurance 10 x \$25	250

Total operating expense:\$ 13,250

**TOTAL PROJECT EXPENSES (15+16)\*\*: \$ 20,000**

\* Grant funds should not exceed 50% of Total Available Funding

\*\*Should equal #14 Total Available Funding.

Note: Please note when expenses are locally spent, to the benefit of the community. Ideally, local expenses (\$2,700) plus infrastructure expenses (\$6,250) should equal 50%-80% of the grant request. In this example, \$8,950 = 89.5% of the grant benefitting the community.