

The Sapelo Foundation - Required Grant Proposal Budget Format

Citizens for Planned Growth¹ General Operating Budget

CATEGORY ²	FY2003 Budget ³	Actual	FY2004 Budget ⁴	3rd Qtr. ⁵	FY2005 Projected ⁶
<u>INCOME</u>					
Events	50,000	45,000	60,000	35,000	65,000
Grants ⁷ (see attached list of other sources of proposed FY05 funding)					
<u>Foundations</u>					
Public Welfare Foundation	20,000	18,000	20,000	18,000	22,000
Taylor Family foundation	15,000	15,000	20,000	20,000	25,000
Annie E. Casey Foundation	50,000	50,000	50,000	50,000	50,000
<u>Corporate Contributions</u>					
Home Depot	10,000	10,000	12,000	10,000	12,000
Georgia Power	10,000	8,000	12,000	8,000	12,000
Interest Income	20,000	18,000	22,000	18,000	25,000
Major Donors	30,000	28,000	30,000	12,000	33,000
Membership	9,000	5,600	10,300	4,300	12,700
TOTAL INCOME	\$204,000	\$197,600	\$236,300	\$175,300	\$256,700
<u>EXPENSE</u>					
Accounting/ Bookkeeping	5,000	5,000	6,000	6,000	7,000
Board D&O Insurance	3,000	3,000	4,000	4,000	5,000
Conferences/Meetings	2,000	2,000	2,000	1,000	2,000
Dues & Memberships	800	800	900	600	1,000
Furniture & Equipment	1,400	1,400	1,600	1,300	1,800
Legal Expenses	10,000	9,000	12,000	10,000	15,000
Miscellaneous	500	400	500	300	500
<u>Personnel</u>					
Executive Director	55,000	55,000	60,000	45,000	63,000
Office Manager	32,000	32,000	33,000	24,000	35,000
Retirement	3,000	3,000	4,000	3,500	5,000
Health & Disability Insurance	10,000	10,000	11,000	8,000	12,000
Medicare Tax	1,000	1,000	1,500	1,500	2,000
Social Security Tax	4,000	4,000	5,000	5,000	6,000
Postage & Shipping	2,000	2,000	2,000	1,500	2,500
Printing	1,500	1,500	1,500	1,000	1,500
Program Expenses ⁸	50,000	45,000	60,000	40,000	60,000
Annual Report & Promotion	5,000	5,000	6,000	4,000	7,500
Rent & Utilities	6,000	6,000	7,000	6,000	8,000
Supplies, Office	1,000	1,000	1,500	1,000	2,000
Technology/Training	3,500	2,500	3,800	1,600	4,900
Telephone	5,000	4,000	5,000	3,000	5,000
Travel	5,000	4,000	8,000	7,000	10,000
TOTAL EXPENSE	\$206,770	\$197,600	\$236,300	\$175,300	\$256,700

¹ The legal name of your organization

² List your organization's categories using this format

³ Your Board-approved budget for the last complete operating year

⁴ Your Board-approved budget for the current operating year

⁵ Itemized income and expenses for last quarter or date of proposal submission

⁶ Your Board-approved projected budget for next year

⁷ Grant income must be itemized and identified as secured or pending. You may use another page to explain status of proposed funding. List funding by source, amount requested, and status of request.

⁸ Attach an itemized Program Budget if proposal is for a specific program or project. List all proposed funding sources using the same format as above. The Sapelo Foundation will not fund 100% of any operating budget, program, or project.