Beginning Grant Writing Workshop
Budgets & Budget Narratives

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University of Missouri
June 17, 2020

Please take the poll as you wait.
Housekeeping

• Reminders
  • Materials, assignments, additional resources at
    https://foodsecurity.missouri.edu/power-up/power-up-your-pantry-beginning-grant-writing-workshop/
  • Facebook page at https://www.facebook.com/powerupyourpantry/
  • Roll Call: Please type your name and food pantry in the chat
  • **Office Hours on June 24**: Bonus discussion on **Searching for Grants** with Suzanne Hansford Bowles

Funding provided in part by the Missouri Foundation for Health
Thanks to the Gateway Center for Giving for sharing their Common Grant Application materials.
Review of Webinar #2 and Homework Assignment

- Discuss what makes a grant application successful
- Review successful grant applications (homework)
- Understand the differences between primary data and secondary data
- Learn about methods for collecting primary data
- Learn about sources of secondary data
- Use data to describe the needs in your area and the population you serve (homework)
• Quick, 10 minute discussion about the homework assignment
  • General or specific comments.
  • What worked? What didn’t work?
• Quick, 5 minute report-out to the whole group
• I will call on people if needed
Report-out plus Additional Homework Feedback

- Labeling Files – Please always put your food pantry name in the name of your saved file
- Searching for Grants
  - Foundation Directory may be available through your library
    - May also be able to access online from home
    - Check with your library to see if they subscribe
- Using Secondary Data
  - Challenges with using Zip Codes – likely only feasible for urban areas
  - Comparing your area to the state average is normally a good idea
Report-out plus Additional Homework Feedback

• **Using Data**
  • Lists are okay, but for most applications you’ll want to put the numbers in a paragraph format.
  • You can use a table if space allows.
  • Always cite your sources, even if the source is your pantry.

• **Grant #1 Review**
  • Did not get to the point until the end – always best to start with the point!
  • Did describe the pantry and community pretty well.

• **Grant #2 Review**
  • To the point. Answered the prompts directly.
  • Could have used more primary data and discussion of long-term impacts.
  • Lengthy and redundant in places – but this was a requirement of the format.
Today’s Objectives

• Understand the basic parts of a grant budget
• Understand what is involved in writing a budget narrative
• Give consideration to what happens after you receive a grant
• Create a budget and budget narrative for the $1,000 Competitive Award
Budget Basics

• Know your project inside and out
• Base costs on actual costs and cost estimates
  • Don’t just make up numbers
• Ask people in your organization for help
• It may be helpful to start the grant writing process with drafting the budget
# Operating Budget

## Community Garden Coalition 2019

<table>
<thead>
<tr>
<th>Projected Income</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td>$5,000</td>
</tr>
<tr>
<td>Donations</td>
<td>$7,000</td>
</tr>
<tr>
<td><strong>Total Projected Income</strong></td>
<td><strong>$12,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Projected Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional fees</td>
<td>$910</td>
</tr>
<tr>
<td>Supplies</td>
<td>$5,000</td>
</tr>
<tr>
<td>Telephone</td>
<td>$479</td>
</tr>
<tr>
<td>Postage/Shipping</td>
<td>$50</td>
</tr>
<tr>
<td>Water/Storage</td>
<td>$2,500</td>
</tr>
<tr>
<td>Maintenance/Rental Equip.</td>
<td>$500</td>
</tr>
<tr>
<td>Printing/Publications</td>
<td>$100</td>
</tr>
<tr>
<td>Membership fees</td>
<td>$65</td>
</tr>
<tr>
<td>Insurance</td>
<td>$1,500</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$100</td>
</tr>
<tr>
<td>Equip. purchases/Construction</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Total Projected Expenses</strong></td>
<td><strong>$11,704</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net (Gain/Loss)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>$296</strong></td>
</tr>
</tbody>
</table>
## Project Budget

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Project Year 1 (a)</th>
<th>Project Year 2 (b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Direct Costs (lines 1-8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Costs*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Stipends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Costs (lines 9-11)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Project Budget

• Expenses = All of the project costs
  • Total Project Expenses vs. Amount Requested
  • Personnel = Salary and Benefits
  • Non-personnel
  • Administration (also called In-direct costs, Operating Costs, Facilities & Administration) = Hidden costs that allow you to keep the doors open and the lights on
    • Often a percentage of total costs
  • Volunteer Time
    • Count and keep track of those hours!
    • Value of volunteer hours in Missouri = $23.96 per hour
    • Source: Independent Sector Missouri State Value of Volunteer Time, 2018 (https://independentsector.org/resource/vovt_details/)

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Total Project Expenses</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Benefits</td>
<td>$30,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Contract Services (e.g consulting, professional, fundraisers)</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Occupancy (e.g. rent, utilities, maintenance)</td>
<td>$5,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Training &amp; Professional Development Insurance</td>
<td>$1,000</td>
<td>-</td>
</tr>
<tr>
<td>Travel</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Supplies</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Printing, Copying &amp; Postage</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Evaluation</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td>Marketing</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Conferences, meetings, etc.</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Administration</td>
<td>$2,396</td>
<td>-</td>
</tr>
<tr>
<td>*Other - Volunteer Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES** $50,396 $25,000
Project Budget

- Revenues = All of the revenue committed or pending for the project
  - Revenues committed to project
  - Revenues pending (hoped for, in process, but not in hand) for project
  - Note all of the different sources of income
- Total Project Expenses should be equal to the Amount Requested + Total Revenues
- See Missouri Common Grant Application User Guide, pg. 23, for definitions
Budget Justification

- Serves two main purposes:
  - Explains how the costs were estimated
  - Justifies the need for each budget item
- Tips
  - Account for all line items
  - Show your work
  - Be as detailed as possible
  - It will feel like you are repeating yourself
Budget Justification

• **Salary and Benefits**
  - Project Director Bill Smith will contribute half of their time (.5 FTE) for the project period to administer and implement all aspects of the project. Two-thirds of costs will be provided by the organization. One-third of costs are requested via this grant proposal.
  - Salary and benefits are based on a $40,000 annual salary and a 20% benefits rate.
    - Total project salary = $20,000
    - Total project benefits = $10,000
    - Total project salary and benefits = $30,000
    - Total salary and benefits requested = $10,000

• **Contract Services**
  - The consulting services of New Chapter Coaching will be utilized to provide an all-day board development training.
  - Expenses are based on a cost estimate of $3,000 provided by New Chapter Coaching.
• **Travel**
  - Project Director Bill Smith will make 10, in-state day trips at a cost of $50 each to provide technical assistance to partnering communities.
  - In addition, Smith will make two overnight trips at a cost of $250 each ($50 for rental car per trip, $150 for hotel per trip, and $50 for meals per trip) to facilitate day-long trainings for partnering communities.
  - Total cost for day trips requested = $500
  - Total cost for overnight trips requested = $500
  - Total cost for travel requested = $1,000

• **Contributions (Local Government)**
  - In the spring of 2020, the organization applied for and received a grant of $10,000 from the City of Columbia to carry out this project. These funds will be used to help cover part of the Salary and Benefits of Project Director Bill Smith.
After the Grant is Approved

- Understand details related to what types of records or receipts you will need to keep
- Keep an eye on your budget during the grant period
- You will often need to report on **actual costs vs. proposed costs**
- If there are major differences in a budget category, you may need approval from the funder to move money around
- If you are not on track with your spending, create a plan and ask for permission to move money around

Most small grants keep this simple
Create a budget and budget narrative for the $1,000 Competitive Award

Due Monday, June 29 by 12:00pm

**Note: This is your actual budget and budget narrative for the Competitive Award.**

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Questions and Discussion
Webinar Schedule

• **Wednesday, June 24**: Special Grant Search Office Hours, Noon to 1pm, with special guest Suzanne Hansford Bowles (or by appointment)

• **Friday, June 26**: Announce Competitive Award Details

• **Wednesday, July 1**: Evaluation + Putting the Pieces Together

• **Friday, July 10**: Competitive Awards Due

• **Wednesday, July 15**: Review and Discuss Submitted Grant Proposals (Grant Search Assignment Due)

Please take the exit poll.
Thank you for joining us!

GET INVOLVED

LIKE “POWER UP YOUR PANTRY” ON FACEBOOK.

DOWNLOAD “POWER UP YOUR PANTRY” GUIDE SHEETS FOR FREE AT: FOODSECURITY.MISSOURI.EDU/POWER-UP/

CONTACT US FOR QUESTIONS OR INPUT. WE APPRECIATE THE FEEDBACK!

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