

Please take the poll as you wait.

Beginning Grant Writing Workshop Budgets & Budget Narratives

Bill McKelvey
Project Coordinator
University of Missouri
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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**



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)



Breakout

- 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	
Projected Income	
Grants	\$5,000
Donations	\$7,000
Total Projected Income	\$12,000
Projected Expenses	
Professional fees	\$910
Supplies	\$5,000
Telephone	\$479
Postage/Shipping	\$50
Water/Storage	\$2,500
Maintenance/Rental Equip.	\$500
Printing/Publications	\$100
Membership fees	\$65
Insurance	\$1,500
Miscellaneous	\$100
Equip. purchases/Construction	\$500
Total Projected Expenses	\$11,704
Net (Gain/Loss)	\$296



Project Budget

Budget Categories	Project Year 1 (a)	Project Year 2 (b)
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
Total Direct Costs (lines 1-8)		
Indirect Costs*		
Training Stipends		
Total Costs (lines 9-11)		



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/)

Expenses	Total Project Expenses	Amount Requested
Salary and Benefits	\$ 30,000	\$ 10,000
Contract Services (e.g consulting, professional, fundra	\$ 3,000	\$ 3,000
Occupancy (e.g. rent, utilities, maintenance)		\$ -
Training & Professional Development	\$ 5,000	\$ 2,000
Insurance		\$ -
Travel	\$ 1,000	\$ 1,000
Equipment	\$ 1,000	\$ 1,000
Supplies		
Printing, Copying & Postage	\$ 500	\$ 500
Evaluation	\$ 1,000	\$ 1,000
Marketing	\$ 1,500	\$ 1,500
Conferences, meetings, etc.	\$ -	\$ -
Administration	\$ 5,000	\$ 5,000
*Other - Volunteer Time	\$ 2,396	\$ -
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

TOTAL EXPENSES		\$ 50,396	\$ 25,000
Revenues		Committed to Project	Pending for Project
Contributions, Gifts, Grants, & Earned Revenue			
<i>Local Government</i>	\$ 10,000	\$ -	-
<i>State Government</i>		\$ -	-
<i>Federal Government</i>	\$ -	\$ -	-
<i>Individuals</i>	\$ 5,000	\$ -	-
<i>*Foundation - #1</i>		\$ -	2,500
<i>*Foundation -</i>	\$ -	\$ -	-
<i>*Corporation - #1</i>	\$ -	\$ -	2,500
<i>*Federation -</i>	\$ -	\$ -	-
<i>*Other -</i>	\$ -	\$ -	-
<i>Membership Income</i>	\$ 1,500	\$ -	-
<i>Program Service Fees</i>	\$ 1,500	\$ -	-
<i>Products</i>	\$ -	\$ -	-
<i>Fundraising Events (net)</i>	\$ -	\$ -	-
<i>Investment Income</i>	\$ -	\$ -	-
<i>In-Kind Support - Volunteer Time</i>	\$ 2,396	\$ -	-
<i>*Other -</i>	\$ -	\$ -	-
TOTAL REVENUES	\$ 20,396.00	\$ 5,000.00	

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



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TOTAL REVENUES	\$ 20,396.00	\$ 5,000.00

Budget Justification

- 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



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TOTAL REVENUES	\$ 20,396.00	\$ 5,000.00

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



Homework #4

- 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.***
- <https://foodsecurity.missouri.edu/power-up/power-up-your-pantry-beginning-grant-writing-workshop/>



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



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DOWNLOAD "POWER UP YOUR PANTRY" GUIDE SHEETS FOR FREE AT: [FOODSECURITY.MISSOURI.EDU/POWER-UP/](https://foodsecurity.missouri.edu/power-up/)



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

BILL MCKELVEY
COORDINATOR

MCKELVEYWA@MISSOURI.EDU



Interdisciplinary Center
for Food Security

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