**Foundation Grant Project Budget Form**

The categories developed on this worksheet are meant to be a guideline. You are welcome to change the line items so they are tailored to your program or project. MCCF would prefer you use this project budget, but if necessary other budget forms may be accepted, with prior approval by Program Director Kari Sisk.

Approved awards are based solely on line items included in this proposal. **You may not spend the MCCF grant on any expenses not listed here without a formal, written addendum approved prior to the expenditure.** Additionally, you may not use grant funding to reimburse your agency for expenditures that occur prior to your award approval date.

MCCF generally **will not** fund annual campaigns, rent or utilities, capital debt reduction, gifts to endowments, travel grants, or programs/equipment that were committed prior to the application being submitted.

**Project Expenses-** list expense items for this project in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense Items** | **Amt. requested of MCCF** | **Amt. from other sources** | **In-Kind Donations** | **Total**  |
| Salaries/Benefits |       |       |       |       |
| Travel |       |       |       |       |
| Equipment |       |       |       |       |
| Supplies |       |       |       |       |
| Printing/Copying |       |       |       |       |
| Postage/Shipping |       |       |       |       |
| Maintenance/Repairs |       |       |       |       |
| Training |       |       |       |       |
| Marketing |       |       |       |       |
| Other (Specify) |       |       |       |       |
| **Total Project Expense** |  |  |  |  |

**Project Income-** list each actual or anticipated source of funding for this project in the table below:

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Funds Requested** | **Funds Committed** |
| Other MCCF Grants |       |       |
| Grants/Contracts/Contributions: |  |  |
| Government (itemize) |       |       |
| Foundations (itemize) |       |       |
| Corporations (itemize) |       |       |
| Individuals |       |       |
| Other (specify) |       |       |
| Earned Income: |  |  |
| Events |       |       |
| Publications or Products |       |       |
| Membership |       |       |
| Other (specify) |       |       |
| In-Kind Donations |       |       |
| **Totals** |  |  |