

What we need in a 'detailed budget'...

To make an informed decision about requests, the Grants Committee needs a detailed budget to consider.

Here is a budget request that does NOT work:

Our organization requests \$1,000.00 to hold an informational evening. Those funds will cover refreshments, brochure, stationery, pens, and books.

Here is a budget request that DOES work:

Informational Meeting expenses

(estimated attendance: 24)

Item	Cost
Doughnuts (four dozen; Donald's)	42
Coffee (Tim Horton's)	24
Tea Bags (WalMart)	10
Napkins (WalMart)	6
Paper plates (WalMart)	8
Silverware (WalMart)	7.5
30 brochures (Kessler Printing)	24
30 copies of the 'Succeeders' books...24.00 ea (campus bookstore)	720
30 'Succeeder' pens (Staples)	96
Succeeder' letterhead and envelopes (Kessler Printing)	50
Total	979.5

It is important to include the supplier of each item in your budget. If there are catalog pages that show the item and its price, or estimates from service providers, please attach copies.

We are happy to help if you have any questions about creating a grant budget. Please call us during business hours at 740-297-7007 or email your questions to info@strakerfoundation.org.