

Exercise: Knowledge Exchange Project

- 1) List all employees who will be included in the budget.

NAME	TITLE
<u>Sally Smith</u>	<u>Executive Director</u>
<u>Ben Jones</u>	<u>Project Director/Teacher</u>
<u>Ruth Givens</u>	<u>Teacher</u>
<u></u>	<u>Teaching assistant 1</u>
<u></u>	<u>Teaching assistant 2</u>

- 2) What else do you need to know about them to complete the budget?

We need to know salaries or hourly rates for each employee and the amount of time, or percentage of effort, that they will spend on the project.

- 3) How many children will be served in this program?

4 groups x 2 locations x 20 students = 160 children served

- 4) List other direct costs that might be included in your budget?

<u>consultant fees</u>	<u>rent for both locations</u>
<u>books and supplies</u>	<u>transportation costs</u>
<u>food costs</u>	<u>employee benefits</u>
<u>marketing costs (flyer)</u>	<u></u>

- 5) What in-kind gift should be included in your budget? What is one way you would use to arrive at a value for this?

The donated space is an in-kind gift. It should be valued at the fair market value of the space. This could be estimated by asking the church what they charge others who rent the space or by finding out what comparable space elsewhere in town would cost.

- 6) Can you think of costs at this organization—not directly attributable to the project—that would be included in indirect or overhead costs for this project?

<u>board meeting costs</u>	<u>insurance</u>
<u>organizational rent</u>	<u>utilities</u>
<u>book keeper</u>	<u>audit fees</u>
<u></u>	<u></u>

- 7) If the program director says he expects to spend \$.50 per day per student on fruit and juice, calculate how much these nutritious snacks will cost?

160 students x 10 weeks x 5 days x .50 = \$4000



Proposal Budgeting Basics: Knowledge Exchange Project Budget

Pleasant Valley Community Center

Support:

In-kind donation	\$ 5,200 (1)
Pledged or received to date	5,000 (2)
Amount remaining to be raised	132,330
Total support	\$ 142,530

Costs:

Personnel Costs (3):	Annual Salary	Project %	
Salaries:			
Sally Smith, Executive Director	\$75,000	10%	\$ 7,500
Ben Jones, Project Director/ Instructor	40,000	100%	40,000
Ruth Givens, Instructor	40,000	25%	10,000
Two teaching assistants			18,000 (4)
			\$ 75,500
Payroll taxes and fringe benefits		25%	18,875
Total Personnel costs			\$ 94,375

Other than Personnel costs:

Consultant—evaluation	\$ 5,000 (5)
Books and other reading materials	2,400 (6)
Rent	5,200 (7)
In-kind rent	5,200 (1)
Van	1,800 (8)
Nutritious Snacks	4,000 (9)
Supplies	300
Marketing Costs	500(10)
Total Direct Costs	\$ 118,775
Administrative Costs/Overhead	23,755 (11)
Total Costs	\$ 142,530

Budget Narrative:

- (1) This represents the value of space donated by a local church on the north side of town.
- (2) This grant was received from the ABC Foundation.
- (3) Personnel costs include a portion of the salaries plus fringe benefits of an additional 25% of salaries for the 5 employees directly involved in the project as itemized above.
- (4) Two teaching assistants at \$15/hr. for 3 hours per day.
- (5) A consultant will be hired to conduct pre-program and post-program testing of each participating student and an overall evaluation of the entire program at the end of the year.
- (6) This represents the cost of books and other reading materials that will be given to each of the estimated 160 students participating in the program at an estimated cost of \$15 per student.
- (7) This represents the cost of renting space on the south side of town.
- (8) This represents the program's share of a contract with a local transportation service.
- (9) This represents the cost of nutritious snacks at 50¢ per student, per day.
- (10) This represents the cost of printing and mailing a flyer for outreach to the local schools.
- (11) This represents a proportionate share of PVCC's organizational overhead, which is 20% of direct costs.