

2019 Community and Civic Engagement Small Grants – Budget –

Grant requests can range from \$300 to \$4,000. Please detail all project expenses below. You may group items together (e.g. “painting supplies” as opposed to listing paint, brushes, canvas, etc., as separate items). For detailed instructions, see page 10 in the application handbook.

	Budget Item Description	Requested Funds	Leveraged Funds*	In-Kind Donations, Services & Volunteer Time**
Personnel (Contracting for professional services, participant stipends, volunteer time**, etc.)				
Supplies & Materials (Painting supplies, wood, etc.—the materials needed to complete the project.)				
Outreach & Publicity (Flyers, brochures, mailings, etc.)				
Event Related Expenses (Renting table/chairs, food, paper cups, etc.)				
Permitting & Fees (Reserving park space, noise variances, street closures, etc.)				
Other				
Subtotals				
Administration*** (Fiscal sponsorship, etc.)				
TOTALS				

* Leveraged Funds includes additional dollars supporting this project—for example, additional grants or direct financial support from your organization.

** The value of general volunteer time should be calculated at \$24.14 per hour. For donated professional work, visit https://www.bls.gov/oes/current/oes_38900.htm to identify a median per hour volunteer rate or use the amount the professional usually charges for their services.

*** Administration cannot exceed 10% of the project related request. SE Uplift charges a 7.5% administrative fee to serve as fiscal sponsor for all projects not led by neighborhood associations. Please budget accordingly.