

SAMPLE BUDGET – Public Awareness Grant Program

Provide an outline of projected revenue/expenditures.

Projected Revenue: (Brief Description)	Amount:	In-Kind Contributions:	Sources of Funding: (Indicate where your funding will come from; CBA or elsewhere)
Grant	4,000		Public Awareness Grant (CBA)
		2,000	City of X
Donation		500	Local Grocery Store
Donation		500	Local Radio Station
Donation		1,000	Parks & Recreation Department
	\$4,000	\$ 4,000	

Total Projected Revenue*: \$ 8,000.00

**Add together the "amount" and "in-kind Contributions" columns*

Projected Expenditures: (Brief Description)	Cost:	In-Kind Contributions:	CBA Funding Support: (Indicate with (√) which expenses will be supported by the CBA Grant
Staff time & office supplies		1,000	Parks & Recreation Department
Food donations for events		500	Local Grocery Store
Hiring of campaign coordinator (100 hrs x 25\$/hr)	2,000		√
Production of marketing materials			
Event and Activity Posters, Flyers	500		√
Activity Prompt Permanent Signs	500		√
Stickers (in-house printing)			Parks & Recreation Department
Promotional Banner	500		√
Transit Ads			
Ad design		600	City of X
Sign Printing		400	City of X
Ad Space purchase (2 months)		500	City of X
Radio PSA		500	Local Radio
Print Advertising			
Event Ads	500		√
Swag (canvas tote bags \$1.95 x 256)		500	City of X
	\$4,000	\$4,000	

Total Projected Expenditure**: \$ 8,000.00

***Add together the "cost" and "in-kind" columns*

Total Grant Amount Requested: \$ 4,000

Please note that the following expenses are ineligible:

- Development of communication tools like websites
- Ongoing operating costs
- Capital projects
- Alcoholic beverages or tobacco products
- Food related expenditures – food expenses for banquets, dinners, fundraising and celebrations
- Donations to another organization
- Political or religious activities
- Group travel
- Cash prizes; incentive and giveaway prizes can be a minimal portion of the grant expenses