

## Resource: How to complete a budget

Providing a project budget is a key part of a club grant application. An effective budget outlines the proposed project in fiscal terms, revealing whether the project has been carefully planned and is ultimately feasible.

The budget must give an accurate assessment of all items and expenses that are deemed necessary and reasonable. When completing your budget, consider the following:

**Your budget must be complete.** It should include all costs associated with the project: fees, equipment, supplies, activities, etc.

**Your budget must be accurate.** Expenses should be researched to provide accurate amounts. The revenue and expense totals should equal one another. All figures and totals should be checked for accuracy. Missing or incorrect information has a significant impact on the consideration of your request.

**Only request the amount needed for a successful project.** Your project must require no more than 40 percent of total funding from the Children's Fund. Requesting a larger amount does not increase your chance of being funded at a lesser amount.

**Include funding from a non-Kiwaniis partner.** Have at least one non-Kiwaniis monetary funding partner, such as a local business, church, school, non-profit or other community organization. Partners can take on a variety of roles, but at least one partner must provide monetary funding to your project and be listed in your budget.

**Account for in-kind contributions correctly.** In-kind contributions are donations of goods or services, rather than money. Examples of qualifying in-kind contributions include:

- Pro-bono professional services
- Use of a building and utilities
- Equipment, furniture and tools

Contributions of time and labor by club members are essential to your project — but they do not qualify as in-kind donations. Be sure to mark an "X" in your budget chart to indicate in-kind donations and related expenses.

**Clearly outline club contributions.** At least 25% of your project's total funding must come from club contributions. This could include contributions from your club's budget, your club members, your club's foundation (if you have one), and even donations received from a fundraising event hosted by your club.

Please utilize the budget worksheet on the following page as a resource to assist you in completing your budget.

**Budget worksheet:** The following information will be required to complete the budget portion of the online grant application. All figures must be submitted in US dollar amounts. Be sure to check your figures and totals for accuracy. Please note that your revenue and expenses must be equal.

Include the total amount for all categories applicable to your project. List amounts as committed/purchased or pending. Note in-kind revenue and expenses with an “X” in the in-kind column. **Contributions of time and labor by club members are an essential part of your project. However, they do not qualify as in-kind donations.**

Revenue	In-kind	Committed	Pending
<b>Club contributions</b>			
Individual club members			
Amount from club budget			
Amount from club foundation			
Raised through fundraisers			
<b>Other foundations</b>			
Other Kiwanis-family foundations			
Foundations within your community			
<b>Public agencies</b>			
<b>Corporations</b>			
<b>Amount from non-member individuals</b>			
<b>Other</b>			
1			
2			
3			
4			
Requested amount from Children’s Fund			US\$
Subtotal (add committed and pending columns individually)		US\$	US\$
<b>Total</b>		US\$	

<b>Expenses</b>	<b>In-kind</b>	<b>Purchased</b>	<b>Pending</b>
Equipment			
Venue or site rental			
Training			
Travel			
Materials			
Publicity			
Salaries			
Professional fees			
Monitoring/evaluation			
<b>Other</b>			
1			
2			
3			
4			
Subtotal (add committed and pending columns individually)		US\$	US\$
<b>Total</b>		US\$	