

## 2021 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 9 in the application handbook.

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

\* 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 \$24.70 per hour. For donated professional work, visit [https://www.bls.gov/oes/current/oes\\_38900.htm](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.