Quad Cities Community Foundation Sample Project Budget
updated 1.31.19

	A	B	C	D	E	F
1	Project Expenses	Funds Needed for this Project	Funds Requested from QC Community Foundation	Current Funds/ Revenue Available	Other Sources of Funding/ Revenue	Funding/Revenue Source (applied) (planned) (committed)
2	Server	$2,500.00	$2,000.00	$500.00		Quad Cities Community Foundation
3	External Hard Drive	$110.00			$110.00	Smith Foundation - applied
4	Desktop Computer and Moniter	$650.00			$650.00	Myers Foundation - applied
5	Installation 15 hours @ $50/hour	$750.00		$750.00		In-kind donation from IT Tech - committed
6	Microsoft Office 365 1 year license	$120.00			$120.00	Jones Foundation -planned
7	Data Management System 1 year license	$700.00			$700.00	Parker Foundation - planned
8	Staff training on Data Management System - 20 hours @ $25/hour	$500.00		$500.00		Davis Foundation -committed
9	**Totals**	**$5,330.00**	**$2,000.00**	**$1,750.00**	**$1,580.00**	
10	Expenses = We recognize that each project is different. Some have specific budget line items; others do not. The goal of this budget is to demonstrate (1) that you will spend our funds on allowable items; (2) that you have budgeted sufficient funds to achieve the goal(s) of your project; and (3) if our grant is not funding the entire project, you either have other funds to cover the cost or a specific plan to raise those funds. As such, please adjust your budget form to best demonstrate that your project meets these criteria.					
11	Total funds needed for project, by line item					
12	Total dollars requested from Community Foundation (determine which line item/items CF funds will be used for)					
13	This amount should match the "Amount Requested" question in online application form					
14	If the total project budget = the Community Foundation request, then columns D and E would be N/A					
15	Dollars in hand to date, for each line item & funding source					
16	Dollars still needed to fund the request (difference between B9 and C9)					
17	**B9 = Total funds needed for project (C9 + D9 + E9)** **This amount should match the "total cost of project" question in online application form**					