

## Budget Guidelines

Thank you for utilizing the “budget template” provided in completion of your grant application to The Blocker Foundation. Below are some additional guidelines for reference prior to completion. Don’t hesitate to call us at 757-942-2005 should you have questions.

As you complete your budget:

Please indicate “sources of support.” This should include your “requested amount” from The Blocker Foundation as well as “other sources” such as federal or state grants, public or private grants (other than Blocker) or corporate contributions. We also ask that you indicate total, and line item, “in kind” resources being contributed by your organization specifically to the project or program you are requesting grant funding for.

For all **Expense** line items please indicate amounts for those relevant to your request. We do ask that for “personnel” expenses you itemize positions and label them as “existing” or “new” as related to your grant request. Fringe benefits should be listed as a total dollar amount with the percentage of salary indicated in the budget narrative. Should you have additional expense for which there is no line item, these should be added to the budget worksheet as indicated.

If you are requesting multi-year funding, please complete a budget worksheet for each year during which The Blocker Foundation is being asked to provide funding.

Your budget worksheet should be accompanied by a “budget narrative.” This narrative should contain a very brief description of each line item and how the cost was determined. This narrative is also your opportunity to explain any budget items that you believe would benefit from additional information.