

INSTRUCTIONS FOR PROJECT BUDGET

1) Under the **PROJECT EXPENSES** heading, list each expense related to your project budget.

- Please only list expenses associated with your project funding request. We do not need your organization's total budget.

2) Refer to the **SOURCE OF FUNDING** heading and input the dollar amount(s) related to your expense(s) under the appropriate funding source (requested from DGCF, other source, in-kind).

3) When complete, click the **BUDGET NARRATIVE** tab where you will describe how your DGCF line item expenses help you meet your project's goals.

- A budget narrative is ***REQUIRED*** for your proposal to be considered.

Project Expenses	Source of Funding			
Expense	Requested from DGCF	Other Source (\$)	In-kind (\$ value)	Total Cost (auto calculated)
Student Recruitment	\$0.00	\$180.00	\$0.00	\$180.00
Lead Teachers (2)	\$0.00	\$9,500.00	\$0.00	\$9,500.00
Assistant Teachers (2)	\$0.00	\$4,800.00	\$0.00	\$4,800.00
Student Transportation	\$0.00	\$3,000.00	\$0.00	\$3,000.00
Site Coordinator (1)	\$4,000.00	\$1,000.00	\$0.00	\$5,000.00
Classroom and Office Supplies	\$0.00	\$450.00	\$0.00	\$450.00
Parent Engagement Events and Materials	\$700.00	\$0.00	\$0.00	\$700.00
Student Backpacks and Gifts	\$0.00	\$500.00	\$0.00	\$500.00
Research-based Curriculum	\$300.00	\$0.00	\$0.00	\$300.00
				\$0.00
<i>Add rows, as needed</i>				\$0.00
				\$0.00
				\$0.00
				\$0.00
Totals:	\$5,000.00	\$19,430.00	\$0.00	\$24,430.00

Project Expenses	Source of Funding	DGCf Funding Narrative	
Expense (auto populated)	Amount requested from DGCf (auto populated)	Describe expenses (highlighted in yellow) that would be supported by a DGCf grant.	Explain how expenses supported by a DGCf grant would help you reach your project's goals.
Student Recruitment	\$0.00		
Lead Teachers (2)	\$0.00		
Assistant Teachers (2)	\$0.00		
Student Transportation	\$0.00		
Site Coordinator (1)	\$4,000.00	The site coordinator works (20 hours/week for 8 weeks at \$25/hour) to develop partnerships with two program sites, oversee the implementation of the program, and conduct program evaluation. The site coordinator is a licensed childcare provider with 10 years of experience.	
Classroom and Office Supplies	\$0.00		
Parent Engagement Events and Materials	\$700.00	Workshop materials and food; interpretation services; childcare staff compensation for three events.	
Student Backpacks and Gifts	\$0.00		
Research-based Curriculum	\$300.00	We will purchase two licenses for the "Ready for K" curriculum. The curriculum is used at pre-k sites throughout the East Coast and incorporates best practices for engaging parents. The curriculum will be gifted to the two sites at the end of the program for future use.	
0	\$0.00		
Add rows, as needed	\$0.00		
0	\$0.00		
0	\$0.00		
0	\$0.00		
Total Requested from Doing Good - Community Fund:	\$5,000.00		