

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 CCF, other source, in-kind).
- 3) When complete, click the **BUDGET NARRATIVE** tab where you will describe how your CCF 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			Total Cost (auto calculated)
Expense	Requested from CCF	Other Source (\$)	In-kind (\$ value)	
Salary and Benefits / Direct Service	\$4,545.00	\$0.00	\$0.00	\$4,545.00
Salary and Benefits / indirect Service - Administration	\$60.00	\$0.00	\$0.00	\$60.00
Travel	\$210.00	\$0.00	\$0.00	\$210.00
Supplies	\$65.00	\$0.00	\$0.00	\$65.00
Office Rent/Utilities	\$35.00	\$0.00	\$0.00	\$35.00
Telecommunications	\$20.00	\$0.00	\$0.00	\$20.00
Other: Supplies for end of year performance	\$65.00	\$0.00	\$0.00	\$65.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
<i>Add rows, as needed</i>				\$0.00
				\$0.00
				\$0.00
				\$0.00
Totals:	\$5,000.00	\$0.00	\$0.00	\$5,000.00

Project Expenses	Source of Funding	CCF Funding Narrative	
Expense (auto populated)	Amount requested from CCF (auto populated)	Describe expenses (highlighted in yellow) that would be supported by a Community Care Fund grant.	Explain how expenses supported by a Community Care Fund grant would help you reach your project's goals.
Salary and Benefits / Direct Service	\$4,545.00	Our main cost of service is the salary cost of our music therapists.	This cost is for our specialized program to be facilitated for one full year, weekly in one classroom that would not otherwise have this program. The weekly program also provides teachers with new innovative ideas as we build capacity in their classrooms as they see their students grow in new ways. The organization can only afford to pay for a limited number of classrooms every year.
Salary and Benefits / indirect Service - Administration	\$60.00	Payroll costs	
Travel	\$210.00	Mileage for music therapists	
Supplies	\$65.00	Supplies for programming	
Office Rent/Utilities	\$35.00	Rent and utility costs	
Telecommunications	\$20.00	Phone, website and internet costs	
Other: Supplies for end of year performance	\$65.00	Programs, presentation, snacks, etc..	
Total Requested from CCF:	\$5,000.00		