

List job titles (not employee names) under *Personnel*. Subcontracts are to be placed under *Other Costs*.

Add your organization's name and file number if one has been assigned

To be completed by the applicant

To be completed by the TCE staff

Place FTE in parentheses and use decimal format - follow usage on this sample. Administrative staff that falls below .10 FTE is considered already covered under Indirect Costs, otherwise budget note is needed to justify it as a line item.

Benefits not to exceed 32%.

Capital expenses and equipment that fall below \$5,000 should be listed under *Non-Personnel/Operating Costs*. Capital expenses and Equipment that exceed \$5,000 should be listed under *Other Costs/Capital and Equipment*.

Stipends and Honoraria fall under *Operating Costs*.

Indirect costs not to exceed 15% even when combined with Fiscal Sponsor fee. Rent can be funded by TCE only under special circumstances and must be excluded from the calculation of Indirect

General office supplies, phones, Internet, etc. are considered Indirect Costs.

List Subcontracts by type of service provided. Do not include consultant's name. If amount exceeds \$25,000 over the course of a year, a separate subcontract budget on the standard TCE budget template with breakdown of expenses is required, except for items easily explained in the line. Add subcontract budgets to the next tab in the spreadsheet.

BUDGET
File #, Org. Name

	Total Project Budget			Request to The California Endowment			Recommended Budget (section to be completed by TCE staff)		
	Year 1	Year 2	Total	Year 1	Year 2	Total	Year 1	Year 2	Total
Personnel									
Director of Public Affairs (0.50 FTE yr. 1; 0.25 FTE yr. 2)	32,960	16,480	49,440	32,960	16,480	49,440	32,960	16,480	49,440
Researcher (0.30 FTE)	12,000	12,000	24,000	0	0	0	0	0	0
Community Health Coordinator (0.30 FTE)	18,000	19,000	37,000	18,000	19,000	37,000	18,000	19,000	37,000
Administrative Assistants (2 @ 0.25 FTE each)	15,616	15,840	31,456	10,000	10,000	20,000	10,000	10,000	20,000
Benefits @ 23% (32% max)	18,072	14,564	32,636	14,021	10,460	24,481	14,021	10,460	24,481
Total Personnel	96,648	77,884	174,532	74,981	55,940	130,921	74,981	55,940	130,921
Non-Personnel									
Operating Costs									
Conferences/Meetings	6,000	0	6,000	6,000	0	6,000	6,000	0	6,000
Project Supplies (1)	735	0	735	735	0	735	490	0	490
Travel	2,000	0	2,000	2,000	0	2,000	2,000	0	2,000
Printing of Meeting Materials	4,000	4,000	8,000	0	0	0	0	0	0
Child Care	1,000	0	1,000	500	0	500	500	0	500
Stipends (100 \$15 gift cards each year)	1,500	1,500	3,000	1,500	1,500	3,000	1,500	1,500	3,000
Total Non-Personnel	15,235	5,500	20,735	10,735	1,500	12,235	10,490	1,500	11,990
Direct Costs	111,883	83,384	195,267	85,716	57,440	143,156	85,471	57,440	142,911
Indirect Costs @ 9% (15% max)	10,069	7,505	17,574	7,714	5,170	12,884	7,692	5,170	12,862
Total Direct and Indirect	121,952	90,889	212,841	93,430	62,610	156,040	93,163	62,610	155,773
Other Costs									
Subcontracts									
Translation	5,000	4,000	9,000	2,300	2,000	4,300	2,300	2,000	4,300
Graphic Designer	4,000	3,000	7,000	1,230	1,000	2,230	1,230	1,000	2,230
Policy Research/Briefs	18,000	18,000	36,000	0	0	0	0	0	0
Local Mini-Grants (about 15 for \$2,000 each)	30,000	0	30,000	30,000	0	30,000	30,000	0	30,000
Fiscal Sponsor/Admin Fee 6% (percentage of Direct Costs)	6,713	5,003	11,716	5,143	3,446	8,589	5,128	3,446	8,574
Capital & Equipment	0	0	0	0	0	0	0	0	0
Total Other Costs	63,713	30,003	93,716	38,673	6,446	45,119	38,658	6,446	45,104
Grand Total	185,665	120,892	306,557	132,103	69,056	201,159	131,821	69,056	200,877

- REMINDERS**
- * Use the appropriate Excel tab for 1, 2, or 3 year budget.
 - * Make sure that any numbers you input are rounded to the nearest dollar.
 - * Spell check your line items.
 - * Enter 0 -- do not leave a line blank.
 - * Delete extra/unused lines.
 - * Check that the total Direct and Indirect line items and the Grant Total line item are summing the correct line items

Annual Organizational budget	3,000,000	3,000,000	6,000,000	3,000,000	3,000,000	6,000,000	3,000,000	3,000,000	6,000,000
% of organizational budget	6%	4%	5%	4%	2%	3%	4%	2%	3%
% of project budget				71%	57%	66%	100%	100%	100%

Line items that require more information must be explained here.

Place applicant's total annual organizational budget from GuideStar or the Application here. All other fields should self-populate.

Budget Notes: (1) Notebooks and forms for recording survey information.