



Budget Form

Please complete the following itemized form. In the columns **Other Sources of Funding and Donations**, include only funds and items that have been requested and confirmed. **Confirmed other sources of funds or donations are seen as a positive in the decision-making process.** Do not include requests you are planning to make. The Foundation does not pay stipends or salaries. See Budget Terms & Definitions below this for the definition of expenses.

The total budget for the project is _____ of which we are asking for _____

Itemized Expenses:	Requested from VCF (up to \$2,500):	Requested from other sources of funding How much & from Where/Who:	Confirmed from other sources of funding How much & from Where/Who:	Confirmed Donations from Where/Who:	Total
Equipment:					
Supplies:					
*Contractual Services/Labor:					
Transportation:					
Insurance:					
Postage:					
Printing:					
Copying:					
TOTAL:					

Budget Terms & Definitions

- **Other Sources of funding = Money for this project that comes from anywhere else.** The Foundation looks favorably on projects with funding from other sources.
- **Donations** = If your project gets equipment, supplies, labor for which you will not have to pay, also known as in-kind donations.
- **Equipment** = Includes **reusable** items such as bats, team t-shirts, uniforms, tables and chairs.
- **Supplies** = Includes food, refreshments, napkins, paper cups, paper plates, arts & crafts supplies and paper.
- **Contractual services/labor** = May include, as examples, a speaker, an electrician installing electricity at a podium, security staff for a dance. The Community Grants Program does not pay stipends or salaries (examples of stipends or salaries are payments to coaches, referees, student workers, teachers, etc).
- **Insurance** = A grant recipient can purchase a rider to an insurance policy awarded to a social service agency or a religious organization to cover the event being funded.