

Ribbon of Hope Program
Proposed Project Budget Form - EXAMPLE

This example illustrates how to complete the budget form.
Your own budget form should contain the amounts and descriptions that are appropriate for your own proposed project.

Project budgets should align to the activities described in your proposal; amounts are not required for every category in the table below. *The Foundation does not fund general operating (i.e., indirect or overhead) costs, construction or renovation projects, or medical services.*

Category	Dollar Amount	% of Ribbon of Hope Grant Funds	% of Overall Proposed Project Budget	Description
Personnel Costs	\$7,200	28.8%	7.2%	Cost for program manager (10 hrs/wk for 36 weeks)
Professional Fees	\$3,500	14%	3.5%	Literacy mentor training for volunteers
Printing	\$900	3.6%	.9%	Volunteer recruitment and training materials
Office Supplies				
Phone/Fax				
Travel	\$200	.8%	.2%	Travel to training site by program manager; 1-week training
Training	\$2,500	10%	2.5%	Offsite training for program manager
Evaluation	\$1,700	6.8%	1.7%	Participant assessment – administration and evaluation
In-kind goods/services	(\$4,000)			Literacy books donated by publisher
Other (please list)	\$6,000	24%	6%	Reading System Kits
Other (please list)	\$3,000	12%	3%	Website development for online literacy testing
TOTAL	\$25,000	100%	25%	