

Grant Writing for Novices

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Session 4

BUDGETS

BUDGET ASK TIPS
BUDGET TEMPLATE
EXPENSES WORKSHEET
REVENUE WORKSHEET
WORKSHOP PROMPTS

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Budget Template

Expenses	Total	Ask
Salaries & Benefits Include taxes, worker's comp, retirement, health care	\$34,700	\$20,000
Operating Expenses Printing, phone, internet, equipment and office "lease," staff development, insurance, office supplies	\$2,000	\$2,000
Advertising the program Think about social media, special print jobs, serviced mailers, email blasts, postage and envelopes	\$500	\$0
Books and Materials (vouchers, equipment, or what the program needs specifically)	\$3,250	\$3,250
Travel Costs Many will reimburse staff at IRS rate, others include gas and insurance for using a company vehicle	\$750	\$0
Other - List out any other expenses, think of everything!!		

Revenue	Total
Client Contributions Program fees, suggested donations for using services	\$1,950
Individual Donations TIP: Keep track of your individual donors to this program so you can show them the impact of their donations!	\$2,000
Fundraising Corporate sponsors, fundraisers, etc	\$2,000
Grant A This might be a grant that you've won have a pending ask to cover part of the costs you have outlined above	\$10,000
Grant B This is the grant proposal you are currently writing. I save them for last so they get the sense they are the last piece of the programmatic pie	\$25,250

Budget Worksheet - Expenses

[illegible]

Budget Worksheet - Revenue

Revenue

Total

[illegible]



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