

Applying for a MeHAF Grant: Completing Your Proposal Budget

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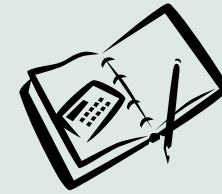
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www.mehaf.org

MEHAF

MAINE HEALTH ACCESS FOUNDATION

BUDGET



- The project budget is an essential part of a grant application because it serves as a blueprint for spending the project's funds consistent with the proposed workplan.
- The budget should give an accurate assessment of all income and expenses.
- If the project is funded, the budget will become the financial plan.
- MeHAF has created standardized budget forms for its grant cycles.



MAINE HEALTH ACCESS FOUNDATION

Project No.: _____

Organization: _____

2011C Grants Budget Form - Advancing Payment Reform in Maine

	MeHAF Request		Provided by Other Sources**		Provided by Applicant		Total Project Budget	
	Year One	Year Two	Year One	Year Two	Year One	Year Two	Year One	Year Two
INCOME								
Government Grants & Contracts**								
Foundation Funding**								
In-Kind								
Other								
TOTAL INCOME								
EXPENSES								
Personnel								
Wages & Salaries								
Payroll Taxes & Fringe								
Consultants								
<i>Sub-total Personnel</i>								
Direct (Program) Expenses								
Program Partners/Subcontractors								
Equipment: Purchase								
Equipment: Rental								
Office Supplies								
Program Materials								
Postage & Courier								
Printing & Copying								
Rent								
Telephone & Internet								
Travel: Grantee Meetings								
Travel: Other								
Utilities								
Other: (specify)								
<i>Sub-total Direct Expenses</i>								
Indirect (Organizational) Expenses*								
TOTAL EXPENSES								

* A maximum of 15% of personnel & direct expenses

** Please specify Government Grants & Contracts & Foundation Funding. Add extra lines if necessary.

MeHAF requires applicants to use its budget forms which are available at www.mehaf.org





MAINE HEALTH ACCESS FOUNDATION

Agency: _____
 Project Date: _____

DISCRETIONARY GRANT - BUDGET

	MeHAF Funds	Provided by Applicant	Provided by Other Sources	Total Project Budget
INCOME				
Government Grants & Contracts				-
Foundation Funding				-
MeHAF				-
Other				-
United Way				-
Fees/Earned Income				-
Donations				-
In-Kind				-
Other				-
TOTAL INCOME	-	-	-	-
EXPENDITURES				
Personnel				
Wages & Salaries				-
Payroll Taxes & Fringe				-
Consultants				-
<i>Sub-total Personnel</i>	-	-	-	-
Operating Expenses				
Equipment:Purchase				-
Equipment:Rental				-
Office Supplies				-
Program Materials				-
Postage & Courier				-
Printing & Copying				-
Rent				-
Telephone & Internet				-
Travel:Local				-
Travel:Other				-
Utilities				-
Other: (specify)				-
				-
				-
<i>Sub-total Operating Costs</i>	-	-	-	-
<i>Indirect (Organizational) Expenses*</i>				-
TOTAL EXPENSES	-	-	-	-

* MeHAF does not fund indirect expenses in its discretionary grant program

Be sure to include:

- Organization's Name
- Project Period
- Other Information Requested

MEHAF

MAINE HEALTH ACCESS FOUNDATION

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TOTAL EXPENSES								

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** Please specify Government Grants & Contracts & Foundation Funding. Add extra lines if necessary.

List all sources of income for your project.

MeHAF funds

- No more than maximum allowed for grant program

Other sources

(include funding from other grants & contributions from your partners)

Grantee funds

(including in-kind support)



MAINE HEALTH ACCESS FOUNDATION

Project No.:

Organization:

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TOTAL EXPENSES								

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** Please specify Government Grants & Contracts & Foundation Funding. Add extra lines if necessary.

List personnel expenses and direct expenses for your project.

Direct expenses are those expenses directly related to the implementation of a project.



Examples of Direct Expenses

- Salaries and benefits of personnel directly engaged in the project, such as a project director
- Program Partners, subcontractors or consultants
- Program materials
- Stipends and honoraria
- Travel (local and other)
- Other costs directly related to the project

Indirect costs are costs which are incurred by an organization in the execution of its activities but which cannot be identified with a particular activity.

Indirect expenses do not need to be itemized.

MeHAF's indirect cost rate is 15% of personnel and direct expenses.



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Sub-total Direct Expenses								
Indirect (Organizational) Expenses*								
TOTAL EXPENSES								

* A maximum of 15% of personnel & direct expenses
 ** Please specify Government Grants & Contracts & Foundation Funding. Add extra lines if necessary.

MeHAF will not fund indirect expenses in it's discretionary or some of it's smaller grant programs.

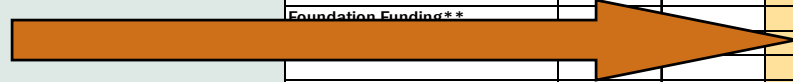
Examples of Indirect Expenses

- Payroll processing
- Liability insurance
- Office equipment purchase or maintenance
- Snow plowing and garbage removal
- Salaries and benefits of personnel who are not directly engaged in the project

Please keep in mind:

MeHAF requires all grantees to contribute or secure a minimum level of cash or in-kind support based on:

- Size of the organization's annual budget
- The amount of the overall MeHAF request



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TOTAL EXPENSES								

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MeHAF Grant Match Requirement

Size of Organization's Annual Budget	Proportion of MeHAF Requested Budget from Cash or In-Kind Support
\leq \$250,000 - \$1 million	5%
\$1 million - \$5 million	10%
\$5 million - \$10 million	15%
\geq \$10 million	20%

MeHAF wants to know that the applicant and/or other organizations have committed funds to the project or been asked to do so. MeHAF is rarely the sole support of a project.



MAINE HEALTH ACCESS FOUNDATION

Project No.: _____

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<i>Indirect (Organizational) Expenses*</i>								
TOTAL EXPENSES								

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** Please specify Government Grants & Contracts & Foundation Funding. Add extra lines if necessary.

Include your total project budget

Please...

- ✓ Check addition
- ✓ Check totals



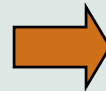
Discretionary Grant Applicants

Funds cannot be used for:

- Efforts to piece together funds for a larger project
- General operating support
- Reimbursing uncompensated care or direct care costs
- Staff travel to meetings or conferences
- Purchases of equipment or materials unless there is a compelling need
- Contributions to capital or other campaigns

Discretionary Grant budget form

MeHAF does not fund indirect expenses in its discretionary grant program.



MEHAF		Agency:		
MAINE HEALTH ACCESS FOUNDATION		Project Date:		
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Other: (specify)				-
				-
				-
<i>Sub-total Operating Costs</i>	-	-	-	-
<i>Indirect (Organizational) Expenses*</i>				-
TOTAL EXPENSES	-	-	-	-
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Budget Hints

- Identify your project costs/expenses first, based on your workplan
- Make sure income and expenses are appropriate and realistic - expenses should be based upon actual costs when possible.
- Be sure to include other funding sources, and funding and in-kind support from applicant (remember MeHAF's match requirement)
- Make sure the budget narrative clarifies what is in the budget.
- Income = Expenses

Budget Hints (cont.)

- The project budget shows MeHAF how your project will be implemented and managed.
- Good budgets reflect carefully planned projects.

DO NOT DESPAIR!

If you have questions about your project budget,
please contact me.

Cathy Luce

Grants Manager

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cluce@mehaf.org

Your Turn...

Questions and Answers