

Exercise #6

Getting to the Bottom Line: Your Project Budget

It is very important to have a carefully developed, realistic and accurate project budget. Unrealistic or inaccurate budgets are one of the main reasons why grant projects aren't funded. In this project you will begin to think through the various cost items involved in your project and how to get accurate, current cost information for them. The Grant Budget Categories handout has been developed to give you a reference list of common expense items that are included in grant projects; use it for this exercise as well as for developing your own projects in the future.

Instructions: As a group, review the Grant Budget Categories handout and check off items you will need for your project. Then answer the following questions.

- A. List the specific personnel positions that will be involved in implementing the project, estimate how much time each position will need to spend on the project, and decide whether each position will be in-kind (i.e., contributed by the library or other agency), or paid for by the grant (for purposes of this exercise, assume that personnel costs are allowed by your funder).

<i>Position</i>	<i>Est. Time</i>	<i>In-Kind or Grant</i>

- B. List other cost items that you identified from the Grant Budget Categories, and for each indicate if it will be an in-kind contribution or funded from the grant, and note how you will determine costs (i.e., online research, from business office, from local store, etc.)

<i>Cost Item</i>	<i>In-Kind or Grant</i>	<i>How You Will Determine \$</i>

- C. Now fill in section 10 of your Project Planning Worksheet.