



# city of muskogee FOUNDATION

## Instructions for Completion of City of Muskogee Foundation Budget Template

### 2020 Summer Grant Application

1. Complete the Budget Template for the program/project for which you are applying for City of Muskogee grant funds. Budget figures should be entered for the program or project (*not for the entire organization or agency*) unless the organization's general operation and management is what the grant application is seeking funds to support.
2. Use the revenue and expense line items provided. Please make every effort to utilize these categories. Item descriptions are provided below. You may add up to three of each, revenue and expense items, to allow for information that may be specific to your organization and that may not fit within one of the other categories.
3. Use the 2019 column to provide the current year's budget figures. All amounts must be reported using the fiscal year July 1, 2019 - June 30, 2020. If this is an entirely new program for your organization, the amounts in the 2018 column may be \$0.
4. Use the 2020 column to provide the proposed year's budget figures. All amounts must be reported using the fiscal year July 1, 2020 - June 30, 2021. These figures will reflect what you are proposing the program will look like and may include projections and funding sources that are unconfirmed.
5. Fill in figures for revenue, payroll & personnel, general expenses and administrative expenses.
6. For ALL variances greater than 25% and/or \$5,000, provide an explanation in the space provided on the report form. An explanation should be provided for every income and expense line item for which the 25%/\$5K variance applies. Variances are the difference between the Proposed and Current figures. The Difference and % of Change columns will figure the variances for you automatically.
7. Complete any explanations for Miscellaneous Income or Expenses if applicable.
8. All other cells are locked for editing and will automatically fill and calculate as necessary.

**Save the completed Budget Template to your computer then upload it to your online grant application prior to submission.**