



**Healthcare Foundation of La Porte
Grant Requested
PROJECT/PROGRAM BUDGET FORM**

(updated June 2, 2017)

Name of the Organization: Wellness Foundation, Inc. (WFI)
Project/Program Title: Health is Good
Total Amount Requested from HFL: \$25,000
Grant Start Date - Grant End Date: 11/1/2017 - 10/31/2018
 To ensure accuracy, please refer to HFL's Glossary and Budget Samples

PROJECT/PROGRAM EXPENSES ¹

Categories	HFL Request	Additional Donated Income	Earned Income	Total
Personnel				
Salaries and Wages	\$10,000	\$5,000	\$35,000	\$50,000
Employee Benefits & Taxes ²	\$2,500	\$1,250	\$8,750	\$12,500
Non-Personnel				
Contract Services/Professional Fees	\$3,000	\$500		\$3,500
Equipment	\$2,800	\$500		\$3,300
Supplies	\$2,600			\$2,600
Office Space			\$6,000	\$6,000
Telephone/Utilities	\$600		\$600	\$1,200
Staff/Board Training & Development	\$500	\$1,000		\$1,500
Travel/Related Expenses	\$2,000	\$250		\$2,250
Indirect Costs ³ (please see policy below)	\$1,000			\$1,000
Other			\$1,000	\$1,000
Total Program Expenses	\$25,000	\$8,500	\$51,350	\$84,850

Contact Person: Joe Applicant
 Phone Number: 219.111.2222
 E-mail Address: applicant@wellnessfoundation.org

Sample

¹ Excluded Expenses

HFL grants may not be applied to certain types of expenses, including underwriting for an organization's annual appeals/solicitations, special events or general fundraising; programs of organizations who limit eligibility to individuals or groups of people based on their participation or membership in a specific religious faith; programs of faith based organizations unless the grant proceeds are used for programs offered by such organization that are offered to individuals regardless of their religious affiliation, race, gender, citizenship status, sexual orientation, age or disability; endowments; lobbying or the support of any political candidate, political party or political activity.

² Employee Benefits and Taxes

Employee Benefit costs must be formalized and consistent within the applicant organization. Employee benefits are capped at 30% of wages and salaries, a complete list of benefits and percentages for each employee included in the budget must be provided.

³ Indirect Costs

- A. For purposes of this budget, indirect costs are defined as: general or administrative costs that are necessary to deliver this proposed project/program but that are not readily identified with a single specific activity.
- B. Indirect costs may not exceed 10% of wages and salaries supported by this grant, excluding employee benefits and taxes.
- C. Government agencies requesting support are not eligible to receive support for indirect costs, for projects on which the agency is fulfilling its publicly-defined core mission.