



Healthcare Foundation of La Porte
Grant Request
PROJECT/PROGRAM BUDGET FORM

ALL SECTIONS MUST BE COMPLETE AND ACCURATE (updated December 31, 2019)

Name of the Organization:	
Project/Program Title:	
Grant Start Date - Grant End Date:	07/01/2020 - 06/30/2021
Total Amount Requested from HFL: \$	\$10,750

To ensure accuracy, please refer to HFL's Glossary and Budget Samples

USE WHOLE DOLLARS; NO CENTS

PROJECT/PROGRAM EXPENSES ¹								To be used at reporting time					
Categories	HFL Request (Column 1)	HFL Approved Budget (Column 2)	Additional Donated Income (Column 3)	Earned Income (Column 4)	Total	% Funded by HFL	Verify %'s	Actual Amount Spent versus HFL Grant (Column 2)	Actual Amount versus Additional Donated Income (Column 3)	Actual Amount versus Earned Income (Column 4)	Total	% Funded by HFL	Verify %'s
Personnel													
Salaries and Wages	\$10,000				\$10,000	100.00%					\$0	-	
Employee Benefits and Taxes ²	\$450				\$450	100.00%	4.50% ²				\$0	-	
Non-Personnel							ok						ok
Contract Services/Professional Fees				\$1,000	\$1,000	0.00%					\$0	-	
Equipment					\$0	-					\$0	-	
Supplies	\$200		\$4,500		\$4,700	4.26%					\$0	-	
Office Space (new space for project)					\$0	-					\$0	-	
Telephone/Utilities (related to new space)			\$65		\$65	0.00%					\$0	-	
Staff/Board Training & Development	\$100				\$100	100.00%					\$0	-	
Travel/Related Expenses					\$0	-					\$0	-	
Indirect Costs ³ (please see policy below)					\$0	-	0.00% ³				\$0	-	
Other					\$0	-	ok				\$0	-	ok
Total Program Expenses	\$10,750	\$0	\$4,565	\$1,000	\$16,315	65.89%		\$0	\$0	\$0	\$0	-	

Contact Person:	<h1>Sample</h1>
Phone Number:	
E-mail Address:	

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 (i.e. utilities).
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.