## WILLIAMSBURG HEALTH FOUNDATION

### PROGRAM BUDGET FORM

*In order to ensure accuracy, please refer to WHF's Glossary and Budget Samples.*

Name of the Organization: Healthy Community, Inc.
Program Title: Health is Good
Grant Start Date (MM/DD/YYYY): 01/01/2022
Grant End Date (MM/DD/YYYY): 12/31/2022

### PROGRAM EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>WHF Request</th>
<th>Additional Donated Income</th>
<th>Earned Income</th>
<th>Sub Total:</th>
<th>In-Kind Support</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>$60,000</td>
<td>$32,000</td>
<td>$100,000</td>
<td>$192,000</td>
<td></td>
<td>$192,000</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$15,000</td>
<td>$8,000</td>
<td>$25,000</td>
<td>$48,000</td>
<td></td>
<td>$48,000</td>
</tr>
<tr>
<td>Volunteer/Contributed Time</td>
<td></td>
<td></td>
<td>$0</td>
<td>$20,000</td>
<td></td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Non-Personnel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Services/Professional Fees</td>
<td>$3,000</td>
<td>$25,000</td>
<td>$28,000</td>
<td>$5,000</td>
<td>$33,000</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>$2,800</td>
<td>$10,000</td>
<td>$12,800</td>
<td></td>
<td>$12,800</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>$7,000</td>
<td>$8,000</td>
<td>$15,000</td>
<td>$500</td>
<td>$15,500</td>
<td></td>
</tr>
<tr>
<td>Office Space</td>
<td></td>
<td>$6,000</td>
<td>$6,000</td>
<td>$12,000</td>
<td>$6,000</td>
<td>$18,000</td>
</tr>
<tr>
<td>Telephone/Utilities</td>
<td>$1,200</td>
<td>$1,200</td>
<td>$2,400</td>
<td></td>
<td>$2,400</td>
<td></td>
</tr>
<tr>
<td>Staff/Board Training &amp; Development</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$2,000</td>
<td></td>
<td>$2,000</td>
<td></td>
</tr>
<tr>
<td>Travel/Related Expenses</td>
<td>$2,000</td>
<td>$5,000</td>
<td>$7,000</td>
<td></td>
<td>$7,000</td>
<td></td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$9,000</td>
<td>$10,000</td>
<td>$19,000</td>
<td>$3,000</td>
<td>$22,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total Program Expenses</strong></td>
<td>$100,000</td>
<td>$106,000</td>
<td>$134,200</td>
<td>$34,200</td>
<td>$34,500</td>
<td>$374,700</td>
</tr>
</tbody>
</table>

### Excluded Expenses

WHF grants may not be applied to certain types of expenses, including annual appeals and fundraising; endowments; real estate acquisition; restoration of funds cut by governments or other organizations; and lobbying.

### Employee Benefits

Employee Benefit costs must be formalized and consistent within the applicant organization. If employee benefits exceed 35% of wages and salaries, a complete list of benefits and percentages for each employee included in the budget must be provided.

### Indirect Costs

A. For purposes of this budget, indirect costs are defined as: general or administrative costs that are necessary to deliver program services or activities but that are not readily identified with a single specific project or activity (i.e. utilities).

B. Indirect costs may not exceed 15% of wages and salaries supported by this grant, excluding employee benefits.

C. Government agencies requesting support through the responsive process are not eligible to receive support for indirect costs, for projects on which the agency is fulfilling its publicly-defined core mission. Such agencies may be eligible for indirect costs in cases where it is serving as a fiscal agent for another program or where the proposed project is outside its core mission but addresses an identified need.
The program expense narrative supplements the information provided in the horizontal rows of the program budget form. The narrative is a tool to help staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about program expenses funded by WHF. Together, the program budget form, program expense narrative, and program income form should provide a complete financial and qualitative description that supports the proposed program plan.

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Itemized Expense(s) [Include ONLY WHF $ Amount(s)]</th>
<th>Brief Description of Expense</th>
<th>How will WHF funds be used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$40,000</td>
<td>Program director salary (resume and job description attached)</td>
<td>WHF will support 53% of director’s salary ($75,000)</td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>$20,000</td>
<td>Program manager salary (job description attached)</td>
<td>WHF will support 50% of manager’s salary ($40,000). Other salaries include 3 part-time support staff ($77,000) and are not supported by WHF.</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$15,000</td>
<td>FICA, health insurance, retirement for the portion of the salaries listed above</td>
<td>WHF will support 100% of benefits for the $60,000 listed above</td>
</tr>
<tr>
<td>Contract Services/Professional</td>
<td>$3,000</td>
<td>Graphic design, including web design</td>
<td>WHF will support 50% of the development of promotional/informational materials. Other contracted services include instructors/educators and clinicians to support the program during the program’s busiest months</td>
</tr>
<tr>
<td>Equipment</td>
<td>$2,800</td>
<td>The purchase of durable equipment to carry out the work of the program</td>
<td>WHF will support 22% of this purchase</td>
</tr>
<tr>
<td>Supplies</td>
<td>$6,000</td>
<td>Informational packets and health kits for “Health is Good” clients</td>
<td>WHF will support 100% of the cost of the packets, $500 (in-kind) will support bags to hand out the packets and kits</td>
</tr>
<tr>
<td>Supplies</td>
<td>$1,000</td>
<td>Screening kits for Health is Good clients</td>
<td>WHF will support 11% of the health screening kits used as part of the program</td>
</tr>
<tr>
<td>Telephone/Utilities</td>
<td>$1,200</td>
<td>Phone and Internet access for program staff</td>
<td>WHF will support 50% of these costs</td>
</tr>
<tr>
<td>Expense Category</td>
<td>Itemized Expense(s) [Include ONLY WHF $ Amount(s)]</td>
<td>Brief Description of Expense</td>
<td>How will WHF funds be used</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Travel/Related Expense</td>
<td>$2,000</td>
<td>Costs associated with travel and fees for staff to attend the annual “Health is Good” national conference</td>
<td>WHF will support 29% of the costs associated with this educational opportunity</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$9,000</td>
<td>15% of salaries paid for by WHF. HCI has a 20% indirect cost policy but is requesting 15% in response to WHF policy</td>
<td>Indirect costs associated with administrative and general expenses HCI incurs as part of the Health is Good program</td>
</tr>
</tbody>
</table>
Please identify all additional funding sources for the program. For each funding source indicate the type (Donated, Earned, or In-Kind), the amount of funding, and whether the funds are anticipated or committed. The information provided below should account for all of the additional sources of funds noted on the Program Budget Form.

<table>
<thead>
<tr>
<th>Non-WHF Funding Sources for Program</th>
<th>Type of Support</th>
<th>Amount</th>
<th>Committed or Anticipated Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy 8K fundraiser</td>
<td>Donated</td>
<td>$10,000</td>
<td>Anticipated</td>
</tr>
<tr>
<td>Annual farm to table dinner</td>
<td>Donated</td>
<td>$26,000</td>
<td>Anticipated</td>
</tr>
<tr>
<td>Healthy community foundation grant</td>
<td>Donated</td>
<td>$20,000</td>
<td>Committed</td>
</tr>
<tr>
<td>Hospital healthy fund grant</td>
<td>Donated</td>
<td>$30,000</td>
<td>Committed</td>
</tr>
<tr>
<td>Board contributions</td>
<td>Donated</td>
<td>$10,000</td>
<td>Committed</td>
</tr>
<tr>
<td>Individual contributions</td>
<td>Donated</td>
<td>$10,000</td>
<td>Anticipated</td>
</tr>
<tr>
<td>Fee for services rendered to HCI clients</td>
<td>Earned</td>
<td>$134,200</td>
<td>Anticipated</td>
</tr>
<tr>
<td>Volunteer office assistance</td>
<td>In-Kind</td>
<td>$20,000</td>
<td>Anticipated</td>
</tr>
<tr>
<td>In-kind legal &amp; accounting services</td>
<td>In-Kind</td>
<td>$5,000</td>
<td>Committed</td>
</tr>
<tr>
<td>In-kind office supplies</td>
<td>In-Kind</td>
<td>$500</td>
<td>Committed</td>
</tr>
<tr>
<td>In-kind discount on office space rental</td>
<td>In-Kind</td>
<td>$6,000</td>
<td>Committed</td>
</tr>
<tr>
<td>Healthy Community, Inc. contribution to indirect costs (HCI typically charges 20% of salaries)</td>
<td>In-Kind</td>
<td>$3,000</td>
<td>Committed</td>
</tr>
</tbody>
</table>