

WILLIAMSBURG HEALTH FOUNDATION PROGRAM BUDGET FORM

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

Grant Start Date (MM/DD/YYYY) - Grant Er	nd Date (MM/DE	D/YYYY): 01/01/2022	2	to 12/31/20)22	
PROGRAM EXPENSES ¹						
	WHF Request	Additional Donated Income	Earned Income	Sub Total: Cash	In-Kind Support	Total:
Personnel						
Salaries and Wages	\$60,000	\$32,000	\$100,000	\$192,000		\$192,000
Employee Benefits ²	\$15,000	\$8,000	\$25,000	\$48,000		\$48,000
Volunteer/Contributed Time				\$0	\$20,000	\$20,000
Non-Personnel						
Contract Services/Professional Fees	\$3,000	\$25,000		\$28,000	\$5,000	\$33,000
Equipment	\$2,800	\$10,000		\$12,800		\$12,800
Supplies	\$7,000	\$8,000		\$15,000	\$500	\$15,500
Office Space		\$6,000	\$6,000	\$12,000	\$6,000	\$18,000
Telephone/Utilities	\$1,200		\$1,200	\$2,400		\$2,400
Staff/Board Training & Development		\$2,000		\$2,000		\$2,000
Travel/Related Expenses	\$2,000	\$5,000		\$7,000		\$7,000
Indirect Costs ³ (please see policy below)	\$9,000	\$10,000		\$19,000	\$3,000	\$22,000
Other			\$2,000	\$2,000		\$2,000
Total Program Expenses	\$100,000	\$106,000	\$134,200	\$340,200	\$34,500	\$374,700
Excluded Expenses						
WHF grants may not be applied to certain typ	es of expenses, in	cluding annual appea	lls and fundraisin	ıg; endowments; re	eal estate acquisi	tion; restoration
of funds cut by governments or other organiz					1	
Employee Benefits						
Employee Benefit costs must be formalized ar			*	yee benefits excee	d 35% of wages a	nd salaries, a
complete list of benefits and percentages for e	ach employee incl	luded in the budget m	ust be provided.			
Indirect Costs	and the Good accord	and an administration	a anoto that are re-	and the state of t		
A. For purposes of this budget, indirect costs		heral or administrativ tivity (i.e. utilities).	e costs that are ne	ecessary to deliver	program service	s or activities b

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.



WILLIAMSBURG HEALTH FOUNDATION PROGRAM EXPENSE NARRATIVE

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.

Expense Category	Itemized Expense(s) [Include ONLY WHF \$ Amount(s)]	Brief Description of Expense	How will WHF funds be used
Salaries & Wages	\$40,000	Program director salary (resume and job description attached)	WHF will support 53% of director's salary (\$75,000)
Salaries & Wages	\$20,000	Program manager salary (job description attached)	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.
Employee Benefits	\$15,000	FICA, health insurance, retirement for the portion of the salaries listed above	WHF will support 100% of benefits for the \$60,000 listed above
Contract Services/Profe	\$3,000	Graphic design, including web design	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
Equipment	\$2,800	The purchase of durable equipment to carry out the work of the program	WHF will support 22% of this purchase
Supplies	\$6,000	Informational packets and health kits for "Health is Good" clients	WHF will support 100% of the cost of the packets, \$500 (in-kind) will support bags to hand out the packets and kits
Supplies	\$1,000	Screening kits for Health is Good clients	WHF will support 11% of the health screening kits used as part of the program
Telephone/Utilities	\$1,200	Phone and Internet access for program staff	WHF will support 50% of these costs

Expense Category	Itemized Expense(s) [Include ONLY WHF \$ Amount(s)]	Brief Description of Expense	How will WHF funds be used
Travel/Related Expense	\$2,000	Costs associated with travel and fees for staff to attend the annual "Health is Good" national conference	WHF will support 29% of the costs associated with this educational opportunity
Indirect Costs	\$9,000	15% of salaries paid for by WHF. HCI has a 20% indirect cost policy but is requesting 15% in response to WHF policy	Indirect costs associated with administrative and general expenses HCI incurs as part of the Health is Good program



WILLIAMSBURG HEALTH FOUNDATION PROGRAM INCOME FORM

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.

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