

Kate B. Reynolds Charitable Trust Budget Instructions

- Develop a complete budget for your operating program or your capital project. Include expenses by category and income by sources for the period you are requesting funds. If this is a multi-year request, please show income and expenses by year.
- Your printed budget should not exceed two pages. If you need to summarize because of space limitations, you may submit an additional detailed budget to help Trust staff better understand your program or project. Because the advisory board will only see the information you provide in the main 1-2 page budget, do not use "See Attached."
- Under your income sources, include the specific amount (or amounts by year) you are requesting from KBR. Do not lump our funds under a broader line item such as "Foundations."
- If your application is for an operating program and therefore eligible for the additional 10% for indirect expenses, do not include the additional 10% in your request to KBR. This will be added by Trust staff when grants are approved.
- Indicate for which expense line items KBR funding will be used. Do not request KBR funds for indirect expenses.
- Be sure to check that your projected expenses and projected income balance.
- If any of your expense line-items would benefit from additional explanation, please provide the details at the bottom of the budget.
- If your budget includes additional grant funding (other than KBR funds), please indicate the ones that are pending by placing an asterisk (*) next to those income sources. Note at the bottom of the budget the likelihood of receiving these funds and the date by which you expect to learn of the approval/disapproval of funds.
- Again, your complete budget—including the listing of income and expenses as well as any explanation needed for other foundation funding or specific expense line-items — should fit on 1-2 printed pages.
- Other than these instructions, there is no required format for the budget.

July 2008