Texas Rural Funders
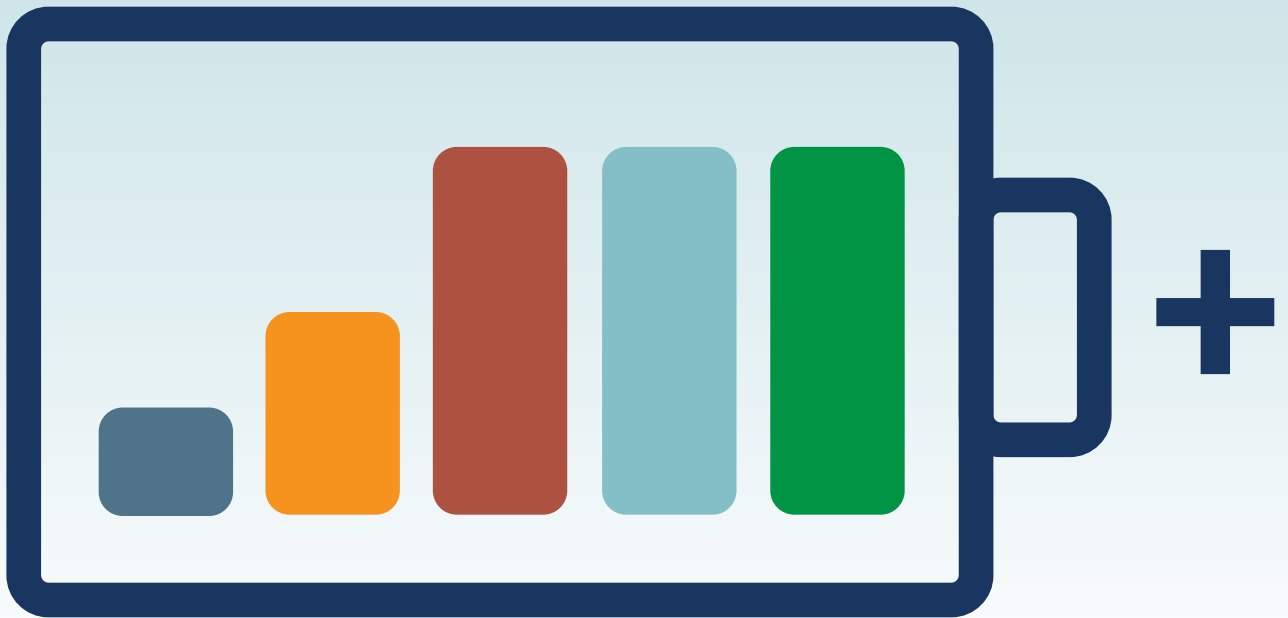
POWER YOUR PROPOSAL

A Smart Structure for Grant Writing Success

September 2025

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Purpose of this Paper

Texas Rural Funders is devoted to bringing attention and resources to rural communities. This document is for nonprofit staff members and volunteers who are new to grant writing. This is a guide to help you understand the landscape, get organized, and successfully navigate the process of finding and applying for grants.

Though rural residents make up 20% of the U.S. population, only 3% of foundation grants go to rural areas. That means Americans don't receive as much support as their urban counterparts. This is true across fields of interest, from healthcare to broadband to arts to education.

The concentration of need and lack of investment might be expected to draw the attention of philanthropies. However, philanthropies headquartered in cities have tended to focus their attention on the needs immediately around them.

The public sector provides a broad range of support for rural communities, with more than 400 federal programs for economic and community development open to rural communities. However, these programs are overseen by dozens of departments and agencies, resulting in a maze of acronyms and processes that can be difficult for rural community leaders to navigate. "Rural communities are often places where traditional market structures don't work as well," says Anthony Pipa of the Brookings Institute. "Public funds and private philanthropic funds play a more catalytic role in rural places than elsewhere."

By increasing the support from federal, state, and private resources, rural leaders can create an outsized impact in their communities. This document will help you to:

Understand the kinds of grants that are available

Learn how to prepare the most commonly-needed information in a grant application

Find out what funders wish grant applicants knew

Gain access to a rich catalog of grant development resources

Discover how to receive and operate grants and complete reporting

Grants Overview

What is a grant?

A grant is an award of money given to a non-profit organization to fund a project or idea. Grants are awarded by foundations, corporations, or governments. They are often used to support research, education, and economic development, but also support arts and culture, healthcare, or other community priorities.

Grants are part of a two-way relationship. Each party is giving and receiving something of relatively equal value in the transaction.

When is a grant not a grant?

| Gifts	Payment for services	Payment for goods	Repayable funds
Gifts are given by donors who expect nothing of value in return, other than recognition and to use the gift according to the donor's intent.	If you are paid to perform a specific task or deliver a product, it's not a grant. This may be categorized as earned revenue for your organization.	Buying goods or services from a vendor is not a grant.	Grants are not required to be paid back, so a loan or line of credit is not considered a grant.
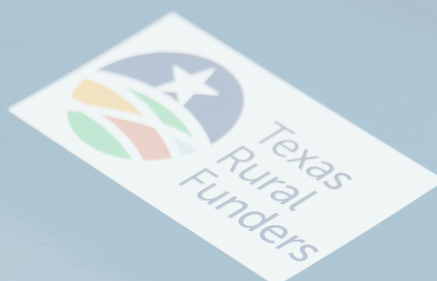
Who gives grants?

Government

The Federal Government
A federal grant is a financial award from a federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States. Federal grants are not federal assistance or loans to individuals. In 2024, the 26 federal agencies offered over 1,000 grant programs annually in various categories.

The State of Texas
The State of Texas provides funding for countless purposes - like creating jobs, expanding broadband, and improving water quality. The Texas Comptroller's office posts information for all grants of $25,000 and greater from the more than 150 offices and agencies in the state government.

Municipal governments
Towns, cities, and councils of government provide grants, some of which are pass-through funding, for a variety of purposes.

Nonprofit Organizations

According to the Internal Revenue Service (IRS), there are more than 30 different types of nonprofit organizations, but nonprofits with the 501(c)(3) certification are the most common. Organizations must apply for and receive nonprofit certification from federal and state government.

Foundations
Like nonprofits, foundations are defined and authorized by the IRS code. Foundations provide grants to support nonprofit organizations or individuals (usually through scholarships or fellowships).

Public Charities
Public charities - like YMCAs, hospitals, churches, and colleges - can both give and receive grants, and they actively raise money through fundraising efforts like donation drives, events, or campaigns. They may also earn income from activities that support their mission; for example, a museum selling tickets or memberships at the YMCA. These types of income are allowed because it relates to their tax-exempt purpose.

Community Foundations
A community foundation works to improve the quality of life in a specific geographic area. They do this by collecting donations from individuals, families, and businesses; carefully managing those funds; and using the money to support local nonprofits through grants. Community foundations may also convene partners and guide local giving by connecting donors to causes and offering advice on where their support can make the most impact.

Want to Learn More about Foundations? **Foundation Basics | Council on Foundations**

Corporations

Corporations contribute funds through grants to support charitable causes or research, often aligned with the organization's mission, industry, and/or service area. Corporations may give grants directly from their annual profits or they may establish corporate foundations that follow the same IRS rules as other foundations.

What kinds of grants are available?

Different grants meet different needs for a nonprofit. Nonprofits should carefully consider which grant types best meet their needs, whether they are pursuing development of a new facility or paying salaries for key personnel. Some funders and foundations provide one kind of grant, or may provide multiple grant types.

Program

Helps organizations implement a defined project or program

- Tied to specific outcomes
- Most common type of grant
- Depending on the requirements of the funder, can be used by nonprofits, businesses, and individuals
- Restricted

Capital

Supports the purchase or improvement of land, buildings or equipment

- One-time expenses, though they may be spent over multiple years
- This type of grant can be hard to find
- Restricted

General Operating

Support a grantee's overall activities, including administrative functions

- General operating grants are like gold
- Can be used for expenses that can be hard to fundraise for, like salaries or building a rainy day fund
- Unrestricted

Seed or Innovation

Specifically designed to support the initial stages of a new project, business, or initiative

- Often provide startup money to help get a new project going and overcome early hurdles, including development costs, market research, or prototype creation
- Also known as a launch grant or pilot grant
- Restricted OR Unrestricted

RESTRICTED OR UNRESTRICTED?

A restricted grant has specific guidelines for how the funds can be used, while an unrestricted grant can be used for any purpose.

How to find appropriate grants

The grant landscape is broad, complicated, and can be intimidating. Doing a little bit of research and learning from peers and partners can help you identify the best grants for your purpose and maximize return on your time.

- Look to your local community foundation or other local foundations for guidance about possible funding partners. Community foundations may support nonprofits to navigate philanthropic options. They may also provide information and resources, such as technical assistance and networking opportunities that can help you develop partnerships and learn to successfully secure grants.

- Ask your peers about their grant portfolio and analyze their annual reports. The foundations, families, and organizations that provide financial support to similar organizations may have funding available for your cause. You can look at the annual Form 990 tax filing of any nonprofit organization to see the types of funding they receive.

- Ask your board members for their funding ideas. Often, board members have fundraising experience or connections to mission-aligned partners and funders.

- How could you describe your need to your grandmother? What other words might a funder use to talk about your need? Use simple language and avoid acronyms to explore the landscape with a creative and inclusive approach. Use Google or ChatGPT to search by terms related to your mission or goal.

Framing Our Needs to Align With Funder Interests

Develop a mind map that illustrates your organization's needs. Think about the different ways you can describe those needs—there's often more than one perspective.

If you are describing food insecurity, your mind map might include related issues like health, education, or community development. By comparison, a mind map for an arts and culture organization can include a variety of functions within the organization.

Remember, the same project can appeal to different funders, depending on how the need is framed.
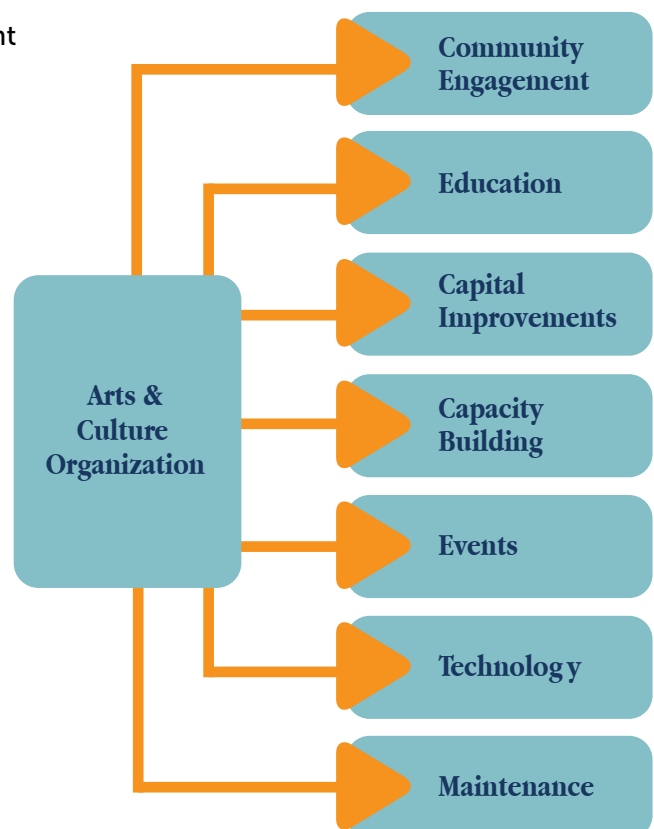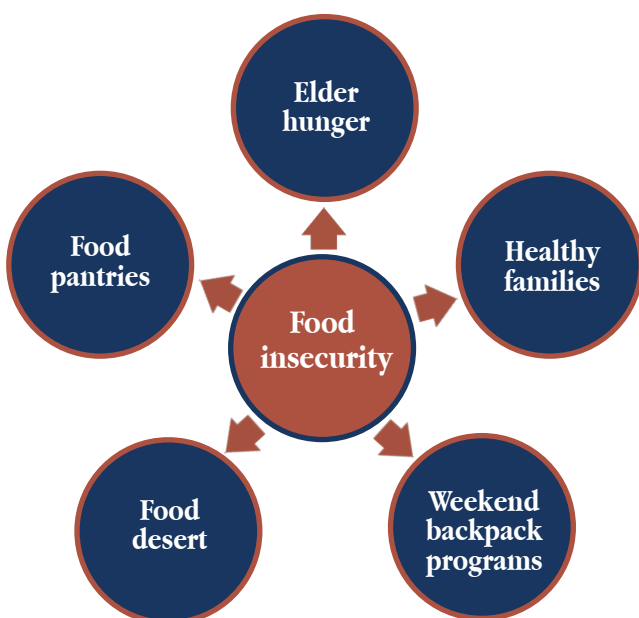
Where to find grant opportunties

[The Grants Hub](#) is a website that's updated every month. You can search for funding by topic and find a list of trusted grant writers. Also check out the Rural Resources section and sign up for The Round-Up—a monthly newsletter about all things rural that matter to Texas.

The Grant Development Center provides health-related grants and funding information including: grant writing 101, lists of health funders, and an email list.

The Nonprofit Management Alliance of Texas includes 18 organizations across the state that can help build the capacity of non-profits in management, governance, and fundraising.

There are many issue-specific funder networks Their websites, conferences, and learning events often feature high-quality partners and projects. Examples include Grantmakers for Education, Grantmakers in Health, and the Association for Healthcare Philanthropy.

Need help geting started with your budget? The Mary E. Bivins Foundation has downloadable user-friendly templates. Check them out in the Resources section.

A partnership between United Ways of Texas and OneStar that connects nonprofits and strengthens the sector. Get involved to access policy updates, research, and partners who champion the value of nonprofits in Texas communities and the economy.

Located at UT-Austin, the Center provides free online training and technical assistance for non-profits.

Candid.

A national site with comprehensive sector data, including 990 tax filings. Some paid features are available through libraries and nonprofit centers.

What do you need to know about funders?

- **What are their grantmaking priorities?** Many funders give to specific issues or regions. To understand these priorities, check their website for application guidelines, past giving, and strategic plans. You can also review their IRS Form 990 on Candid to see major grants. Doing this research helps target and strengthen your fundraising efforts.

Methodist Healthcare Ministries' [site](#) is a great example of explicit grantmaking priorities, and their [Capacity Building series](#) is like having a friend in the grantmaking business.

- **Where do they make grants?** Some donors only fund in a specific community or region, and they rarely consider applications from outside that area. Others give at the state or national level. Identifying a funder's geographic focus is an important first step.

- **Who is the initial point of contact?** Funders may have one point of contact or multiple program officers, depending on the size of the organization.

    Pro Tip: Track the info you are learning about your funder and your grant application. Record who you talk with, deadlines, how much you asked for, and when reports are due.

Funding starts with familiarity. Look for low-pressure ways to build relationships:

- Subscribe to the funder's newsletter and read it
- Follow them on social media and LinkedIn
- Attend events and regional convenings
- Introduce yourself during Q&A sessions or networking opportunities
- Reach out to the program officer before starting an application
- Invite funders to see your services in action

- **When are their grant cycles?** Some foundations accept applications year-round, while others have specific deadlines. Some don't accept unsolicited proposals and only consider invited applicants. In all cases, be sure to note important dates and deadlines.

- **How do they receive applications?** Applications may be a short and simple or long and complex. Many funders use online portals to streamline the process.

    Pro Tip: Copy application questions into a Word doc, draft your answers there, then upload to the portal, so you never lose your work!

- **How will they evaluate the application?** Start with the end in mind—funders want to see that you can deliver on your proposal. Whether the application is simple or complex, clearly outline the problem, solution, budget, and expected outcomes. If the funder shares examples of successful applications, review them for helpful insights.

- **How much do they give?** Review the funder's giving history to understand typical grant sizes. Awards can range from small emergency funds to large six- or seven-figure grants, with bigger grants often requiring more detailed applications. Some funders give once, while others start with a small investment and increase support over time. Check out [Candid.org](#) and annual reports to find this information.

The Grant Lifecycle

1 ## Nonprofit submits Letter of Inquiry*

A Letter of Inquiry (LOI) helps funders decide if a request aligns with their priorities. It saves time by moving strong applicants forward and screening out those that aren't a good fit. Even if you're not invited to submit a full proposal, a well-crafted LOI can start a relationship that leads to future support or technical assistance.

Components of the LOI include:
- Contact information
- Organizational information
- Request overview, with timeline and desired outcomes
- Total project budget, and specific mention of the requested amount

2 ## Funder reviews LOI

- If they say yes, complete your application.
- If they say no, seek feedback and consider reapplying later.

3 ## Nonprofit submits grant application

- Grant applications include a funding request (aligned with the LOI), a plan to measure impact, a budget showing how funds will spent, and key organizational documents (such as 501(c)(3) status, financials, and leadership bios).

4 ## Funder reviews application and completes due diligence

- A reviewer or grants committee will evaluate your application and may ask for an interview, presentation, or follow-up questions. Funders want projects that match their goals. Your proposal should give the program officer all the key details they need to confidently advocate for your request.
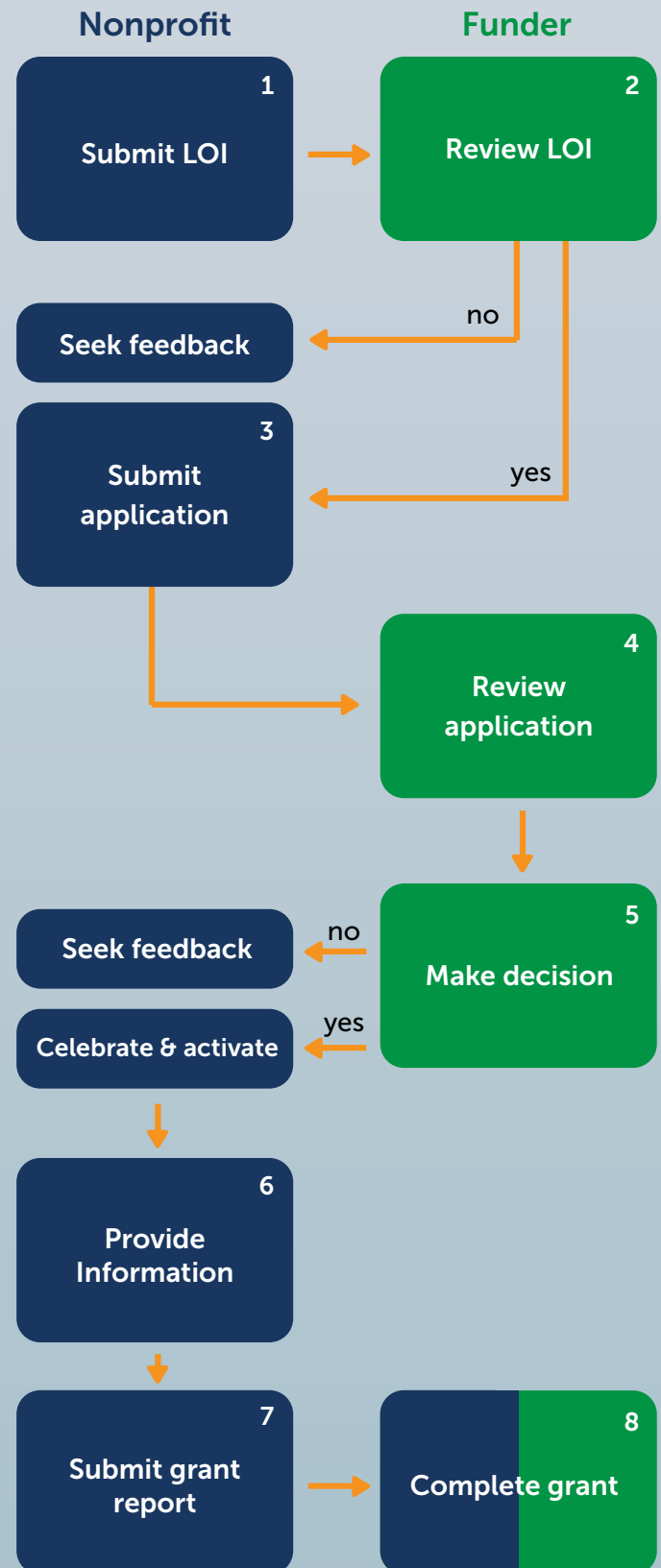
*Step 1 is not required in every process; some have open processes where a nonprofit submits an application as the first step.

Nonprofit | Funder

1 Submit LOI → **2** Review LOI

2 Review LOI → no → Seek feedback

2 Review LOI → yes → **3** Submit application

3 Submit application → **4** Review application

4 Review application → **5** Make decision

5 Make decision → no → Seek feedback

5 Make decision → yes → Celebrate & activate

Celebrate & activate → **6** Provide Information

6 Provide Information → **7** Submit grant report

7 Submit grant report → **8** Complete grant

5 Funder selects grantees

- If yes, celebrate and activate!
  - Confirm grant terms, sign the contract, and thank the donor—ideally with a note from leadership.
  - If appropriate, make a public announcement.

Didn't get the funding? Ask for feedback and join any technical assistance offered. Remember, a "no" now doesn't mean you won't be eligible in the future.

6 Nonprofit provides information at regular touchpoints

- Using the terms of the grant, communicate back to the funder. What did you say you would do? How will you measure impact? Share information in aligned terms back to the funder.
- Look for joyful ways to share progress.
- The funder is your partner in the project and wants to see their investment used for its intended purpose and to achieve the desired outcome. If you're having concerns with hiring, trouble finding enough program participants, or organizational issues, communicate with your funding partners to find solutions.

What should I do with my grant funds?
Spend the money—all of it—on what you said you would. There's no value in saving it for a rainy day. Unused funds may have to be returned.

7 Nonprofit provides grant updates

- Make reporting easy on yourself.
- Submit grant reports on time and in the format your funder requires. If no format is given, use the grant agreement as your guide.
- Collect useful info along the way—like participant counts, survey results, financials, feedback, testimonials, and photos—so you're not scrambling later.
- A simple habit: every few months, document your successes, challenges, and lessons learned. It'll make reporting easier and richer.

8 Finish the grant strong and stay connected

- Wrap up your grant thoughtfully to build a lasting relationship with your funder. This can open doors to support for new phases of your project. It's often easier to secure follow-up funding from an existing funder than to win a new grant.
- Get creative with thank-yous—share videos, photos, impact stories, social media shout-outs, or mission-themed gifts to show your appreciation.

Having challenges?
Whether it's hiring delays, recruitment issues, or organizational changes—let your funder know early! They can offer guidance, connections, or even help you find new resources. Don't wait—reach out before problems grow.

Preparing for Grant Writing Success:
The Grant Development File Cabinet

Just like prepping ingredients before cooking a favorite meal, grant applications have key elements that you can prepare ahead to set yourself up for success. Typical parts of a grant proposal include:

Mission Statement
How an organization explains its purpose in simple, concise terms, usually in a single sentence or short paragraph.

Articles of Incorporation
Legal documents, filed with the Texas Secretary of State, that establish a nonprofit organization as a recognized entity. They serve as a nonprofit's birth certificate, securing its name and defining its purpose.

501(c)(3) Letter from the Internal Revenue Service
Official document from the IRS that grants a nonprofit tax-exempt status under section 501(c)(3) of the Internal Revenue Code. Keep the determination letter handy, because it's required for all grant applications.

What tax identification numbers will my nonprofit need?

- Employer Identification Number (EIN): a unique nine-digit number assigned by the IRS, similar to a Social Security number, used for tax administration.

- Texas Identification Number System (TINS): assigned vendors and contractors in Texas can track payments through the state's accounting systems.

What if I don't have 501(c)(3) status?

Maybe you have something that you really want to accomplish but you aren't a nonprofit. There are still ways to apply for a grant. You can partner with a nonprofit with 501(c)(3) status and they can apply for a grant on your behalf. Your organization can still provide resources, people-power, and partnership, but the designated 501(c)(3) organization will be the grantee or organization of record with the foundation, known as your fiscal agent. Community foundations may be willing to serve as fiscal agents.

Case for support

A quick pitch—often used as a grant cover letter—that clearly explains the need, highlights your organization's unique value and proposed impact, and offers persuasive reasons to give.

Strategic plan

An organizational roadmap that outlines priorities and defines what is (and isn't) in scope. It shows how your project aligns with existing goals. If your organization is new or small, you may not have a strategic plan yet—and that's okay.

History of organization

Share your origin story. Why was the organization founded? What problem were the founders trying to solve? Who were they? What was happening then that caused them to start? In what geographic area did they focus? How have services changed over time? What are key highlights in the story?

Trick of the Trade:

The history of the organization is a key area for storytelling. While the accurate sequence of events provides context, the origin story is a way to hook your audience and to get them to care about your cause and desired impact. Share stories that illustrate the culture and character of your organization. Connect your audience and their values to your organization.

Most recent financial statements and audit

Every nonprofit must complete an annual budget and file taxes. A skilled bookkeeper can create clear, easy-to-read financial statements. Many nonprofits also hire a certified accountant to conduct an annual audit, to provide external validation and a formal record of revenues, expenses, and investments.

While audits are often required by funders, some grants—especially those that are smaller or focused on emergency needs—are designed to be more accessible and may not require one.

Texas nonprofits are not required to have a mandatory independent audit, but charities accepting $10,000 or more in annual contributions must keep accurate records.

For smaller nonprofits, a simple year-end financial report may be sufficient. This might include submitting your balance sheet and downloading a standard report from your accounting software or asking your bookkeeper to prepare a basic financial summary.

List of board members
Include names, organizational affiliation, years of service, and any relevant experience. This information helps funders evaluate the skills and networks of your leadership team members.

Resumes or bios
Identify key staff or volunteers who will complete the work by providing short bios, resumes or LinkedIn profiles.

Geographic Area Served
Many funders focus on specific geographic areas, so clearly naming your target location is essential. You should name specific city or county names because grants may target a particular zone or your organization's entire service area.

Target Population
Clearly state who will be served by your work. Use data from reliable sources like census reports or the Texas Demographic Center to explain the need and impact. Your organization may already collect some data through surveys, intake forms, or other processes.

Board Agendas & Minutes
Board documents should reflect organizational decisions and actions. Funders may request board agendas or meeting minutes before releasing funds to confirm the organization's commitment to completing the proposed work.

Evaluation Plan

Nonprofits should be able to answer the question: "How will you know if the investment was successful?" A quality evaluation plan explains how you'll measure whether a project meets its goals and objectives. Begin by measuring your starting point—that's called a baseline—and comparing progress over time.

What Changed vs. What We Did

Outputs - the "what" you do
- Number of participants
- Nights of housing
- Meals served
- Number of classes offered

Outcomes - the "so what" of your work
- Change in pre-and post-test responses
- Percent of clients staying housed
- Percent of children showing improved literacy and by how much

Program Budget With Narrative

Budgets help communicate project timing and resource needs to funders. They can range from simple to complex, depending on the grant size and funder requirements. The goal is to outline, by expense category, what's needed to complete the project. Common categories include staff salaries and benefits, consultants, program costs, equipment, travel, supplies, and administrative overhead. Funders may also outline a list of allowable expenses. A program budget template is included in the Resources section.

Organization budget

Many applications require an organizational budget to show how the project fits within the nonprofit's overall operations. In the budget narrative, the program budget may be referenced in relation to the annual budget—for example: "This grant request represents 10% of our total annual budget." An organization budget template is included in the Resources section.

How can you dream big with limited funding?

Nonprofits are often accustomed to just making ends meet, but they have big, bold plans. There's not one single formula for growing your work, but it can start with a small grant to build capacity and a working relationship. Many funders like to build on success.

Organizational Capacity and Support Materials:

Funders may request additional information that demonstrates your nonprofit's ability to successfully implement the grant.

Bylaws & Policies

Documents that outline how your organization operates. Texas nonprofits must adopt bylaws when applying for a Certificate of Formation. Bylaws and key policies help demonstrate strong, effective governance to funders. They should be reviewed regularly. Common examples include conflict of interest, internal controls, and document retention policies.

List of Project Advisory Council Members

If others are supporting your project—like a capital campaign committee or a task force—be sure to share their names and affiliations. This shows that additional experts or leaders are backing your organization or project, which can strengthen your case.

Sustainability Plan

Outlines how the organization will maintain the project beyond the current funding period. This may include strategies for securing additional funding and partners.

Some grants require a forward-looking financial statement (known as a pro forma) that forecasts future financials if the project is successful.

Job Descriptions

Grants may fund existing work or expand an organization's capacity. In either case, job descriptions communicate how the proposed project aligns with job duties and qualifications of staff.

Letters of Support

A letter written by an independent person or organization to endorse your project adds credibility. It highlights the project's value and potential impact. Letters can come from partners, elected officials, funders, or trusted advisors.

Partnership Statements

A description of how the nonprofit will collaborate with existing or new partners to support the proposed project. Be sure to explain how collaboration will strengthen and expland the impact of your work.

Organizational Chart

A visual depiction of how your team is structured and who will manage the project. It helps reviewers understand roles and responsibilities.

Common Grant Preparation Questions

Q What skill sets does it take to write an effective grant?

A It's important to be organized, precise, and to respond directly to a funder's questions. Successful proposals will communicate why the issue matters and how your organization will create change.

Developing an effective partnership with a contract grant writer can expand your organization's capacity.

Texas Rural Funders maintains a [Grant Writers List](#) to help you find the right partner.

How can I use AI to help?

Carefully craft your prompt to generate text, and remember it's essential to carefully verify the language it generates for accuracy.

Remember, AI tools are generally not secure, so protect your organization's private data when inputting information.

Q Should I apply for a grant that's a stretch for our organization?

A This is a common—and challenging—decision with no one-size-fits-all answer. Grants can provide new funding, but they may also distract your organization from core priorities. Sometimes, a stretch opportunity is worthwhile if it's mission-aligned.

Consider how your project might resonate with different types of funders. For example, an after-school program could appeal to funders focused on education and youth development, but also on art, environmental studies, healthy meals, working families, and more.

Q We won! Now what?!?

A Read the contract carefully to understand what your organization is agreeing to deliver, when funds will be received, and if the funder can take funding back if you don't deliver. Check for any required changes to operations, such as new reporting practices or insurance coverage. If it aligns, sign it. If not, have a conversation with the grant officer.

Say thank you! Send a note and show your appreciation.

If the grant includes hiring staff, it's a chance to bring in new skills or expand capacity. But grant-funded roles can be temporary. So think about how you will hire for and sustain the role.

Q We did the work and spent the money. But how do we report what difference it made?

A Grant reporting can feel overwhelming, but regularly tracking expenses and outcomes—monthly, quarterly, or annually— makes final reporting much easier. You may need to conduct surveys or develop new processes (such as gathering testimonials or quotes from those served) to measure impact. A single story can be more memorable than a statistic—but together, they offer a powerful picture of the grant's impact.

Q This grant asks for matching funds. How does that work?

A Grants may require matching funds to show organizational commitment, encourage collaboration or support long-term sustainability.

Matches can come from other funders or in-kind contributions from partners. Be sure you understand the funder's expectations and develop a plan to track and report these funds accurately.

Q Can grants pay for overhead like building expenses, technology, or other salaries?

A It depends. Many grants allow for indirect costs, such as a portion of salaries, utilities, or technology. The amount is typically around 10%, and will be specified in the grant contract. If this is an allowable expense, be sure to include it your proposal.

Q Should I be thorough or concise in my grant application?

A Many applications have word limits, so explain your project clearly but efficiently. Keep in mind— someone has to read every application, so clarity and brevity go a long way.

Q I made a mistake—I reused a document and included a different funder's name. What should I do?

A Correct it, apologize, and move on. Then build systems like a checklist, a proofreader, and submitting the application a day after writing for a fresh look.

Q I missed the application deadline. Should I still submit?

A Generally no, but it depends. Most funders have strict timelines and you want your proposal to be as strong as possible. Some have rolling deadlines and may direct you to apply for the next cycle. Always check before submitting late.

Advice from Funders
(Hint: We want you to succeed!)

We consistently fund the same categories. Our priorities often reflect the source of the original wealth or a cause important to the benefactor. If a funder supports "the arts," dig deeper—is that visual arts, theater, or music? If their giving history indicates visual arts, a proposal for a summer music camp is unlikely to align.

Do your homework. Understand why the problem exists. Who else is working on it? What solutions have been tried? Whose perspectives have you considered—especially those directly affected by the issue? Do your research to show you've listened and learned.

Are you addressing an existing need or innovating for future opportunities? Funders may have grants for both. They may want to double down on focus areas or they may want to incubate new ideas.

Please answer my questions within the word limits. This is not a time for creative writing. I prefer short, clear sentences that explain what you plan to do and how you will do it.

Your budget tells a story. Make sure your numbers align with your narrative. Inconsistencies between your proposal and budget raise questions, so make sure your budget reflects your plan.

We want to know what you learned and how you achieved your goals. Were there any unintended consequences? Did the project change your perspective on the problem or its possible solutions?

No doesn't mean no forever. There may not be a Yes right now, but we encourage you to take feedback, revise your proposal, utilize technical assistance (if offered), and apply again.

Sometimes what I can help with isn't money. I can introduce you to others who share your mission. I can give feedback on your proposal to another funder. I can invite you to professional development sessions or connect you with a coach or mentor. Building your organizational capacity can be even more valuable than a grant.

Your organization doesn't need to have everything figured out, but you do need a solid plan. Be honest with funders about your challenges. Frame them in a way to demonstrate potential growth. For example, if your board lacks key skills, explain how targeted training—supported by the funder—can build capacity and strengthen your organization.

Relationships matter—even brief encounters can make a difference. Look for opportunities to connect organically with funders at events, conferences, or networking sessions. Moving from an unknown to a familiar or trusted face can greatly improve your chances of securing funding.

Resources

MARY E. BIVINS
FOUNDATION

ORGANIZATION NAME
OPERATING BUDGET
Fiscal Year End MM/DD/YEAR

Organization Income

Source	Amount
Revenue	
Government contracts	$
Earned income	$
Other (specify)	$
Support	
Government Grants	$
Foundations	$
Corporations	$
United Way or other federated campaigns	$
Individual contributions	$
Fundraising events and products	$
Membership income	$
In-kind support	$
Investment income	$
Total Income	$

Organization Expenses

Item	Amount
Salaries, wages, and benefits	$
Insurance and/or other taxes	$
Consultants and professionals fees	$
Travel	$
Equipment	$
Supplies	$
Printing and copying	$
Telephone and fax	$
Postange and delivery	$
Rent and utilities	$
In-kind expense	$
Depreciation	$
Other (specify)	$
Total Expense	$

Variance (Income less Expense) $

Attach a budget narrative (if necessary).
This is just an example budget. Change and add line items and categories to match your needs.

Please note that if you are requesting general operating funds (which are a low priority) your organization's operating budget is also the project/program budget.

MARY E. BIVINS FOUNDATION

ORGANIZATION NAME
PROJECT/PROGRAM TITLE

Project/Program Income

Source	Received/Committeed	Pending	To be raised
Government grants	$	$	$
Earned income	$	$	$
Other (specify)	$	$	$
Foundations	$	$	$
Corporations	$	$	$
United Way or other federated campaigns	$	$	$
Individual contributions	$	$	$
In-kind support	$	$	$
Other (specify)	$	$	$
Sub-Total Income		$	$
		Total Income	$

Project/Program Expenses

Item	Amount
Salaries, wages, and benefits	$
Insurance and/or other taxes	$
Consultants and professionals fees	$
Equipment	$
Supplies	$
Printing and copying	$
Telephone and fax	$
Postage and delivery	$
Rent and utilities	$
In-kind expense	$
Other (specify)	$
Other (specify)	$
Total Expense	$

Variance (Income less Expense) $

Attach a budget narrative (if necessary).
This is just an example budget. Change and add line items and categories to match your needs.

Please note that if you are requesting general operating funds (which are a low priority) your organization's operating budget is also the project/program budget.