MONEY GRANT WRITING

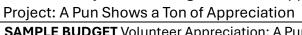| **HYPOTHETICAL TEMPLATE BUDGET** Volunteer Appreciation: Project: A Pun Shows a Ton of Appreciation			
# Recipients = 20			
Expenses			
Description & Quantity	**X**	**Cost, dollar amount**	**Total**
Total paid Personnel hours:		Cost of paid Personnel:	
Staff member 1 # hours	X	Staff 1 hourly wage + fringe	$
Staff member 2 # hours	X	Staff 2 hourly wage + fringe	$
Staff member 3 # hours	X	Staff 3 hourly wage + fringe	$
Printing:			
In-house # toner/ink	X	$ per each	$
In-house # paper/card stock	X	$ per each	$
Outsourced # design	X	$ per each	$
Outsourced # printing	X	$ per each	$
Outsourced # ship/delivery	X	$ per each	$
In-kind^ (value, not an expense)			
# Units of Supplies:			
Snacks/Candy 1*	X	$ per each	$
Snacks/Candy 2*	X	$ per each	$
*(# per Recipient)			
Supply 1 (ex. tape) #	X	$ per each	$
Supply 2 (ex. ribbon) #	X	$ per each	$
Supply 3	X	$ per each	$
Transportation: Mileage reimbursement			
# miles	X	Org's $ rate per mile	$
Parking			$
Other			
TOTAL EXPENSES			
Revenue/Value			
Description	**#**	**Cost, dollar amount**	**Total**
Total unpaid Personnel hours: Volunteer # hours = 3.5 (Board member, Interns, and Community Partners usually do not have a calculable dollar value)	X	Value of unpaid Personnel: Volunteer Value per hour $34.79 as of 11/24/25 X 3.5 = (Please refer to INDEPENDENTSECTOR.ORG for current value and values by state)	VALUE $121.77
^In-kind contribution(s)		(Total market value of goods or services)	VALUE $
TOTAL REVENUE/VALUE			
		TOTAL Expenses	
		- TOTAL Revenue/Value	
		TOTAL Program Expense	
Cost Per Unit of Appreciation		TOTAL Program Expenses + TOTAL # Recipients	

SAMPLE BUDGET Volunteer Appreciation: A Pun Shows a Ton of Appreciation			
# Recipients = 20			
Expenses			
Description & Quantity	**#**	**Cost, dollar amount**	**Total**

Total paid Personnel hours:
Staff member 1 = 3 hours
 	
Staff member 2 = 3 hours
 	
Staff member 3 = 1 hours
	X
	X
	X
	
		Cost of paid Personnel:
		Staff 1 hourly wage + fringe =
		    $35.00+13% fringe = $39.55 X 3
		Staff 2 hourly wage + fringe =
		    $28.00 + 13% fringe = $31.64 X 3
		Staff 3 hourly wage + fringe =
		    $22.00 + 0 fringe (part-time) =
		$22.00
			
			$118.65
			
			$94.92
			
			$22.00

Printing:
In-house # toner/ink = 1
 	
In-house # paper/card stock = 1
            OR
Outsourced # design = 1
 	
Outsourced # printing = 1
    (1 order of 100 pieces)
Outsourced # ship/delivery = 1
            OR
 	
In-kind^ (value/revenue stream, not expense)
	
	X
	
	X
	
	X
	
	X
	
	X
		
		$ per each =
		    $21.27 X 1 =
		$ per each =
		    $8.45 X 1 =
		$ per each =
		    $165.00 X 1 =
		$ per each =
		    $75.00 x 1 =
		$ per each =
		    $20.00 x 1 -
		
		(Entered as Revenue/Value, not Expense)
			
			$21.27
			
			$8.45
			------------------- 	
			$165.00
			
			$75.00
			
			$20.00
			------------------- 	

# Units of Supplies: 	
Snacks/Candy 1*
3 per recipient = each
$.55 X 3 = $1.65 = each
 	
Snacks/Candy 2*
2 per recipient = each
$.95 X 2 = $1.80 = each
 	
Supply 1 (ex. tape) #
$.02 = each
 	
Supply 2 (ex. ribbon) #
$.06 = each
 	
Supply 3 (ex. bag)
$.85 = each
 	
*Snacks/Candy per piece =
$ Bag/Box of + # pieces in bag
	
	X
	
	X
	
	X
	
	X
	
	X
	
	X
		
		$ per each X # recipients
		
		$1.65 X 20
		
		$ per each
		
		$1.80 X 20
		
		$ per each
		$.02 X 20
		
		$ per each
		$.06 X 20
		
		$ per each
		$.85 X 20
		
		$5.50 bag with 10 pieces per bag
		$5.50 + 10 = $.55 per candy piece
			
			$33.00
			
			$36.00
			
			$.40
			
			$1.20
			
			$17.00

Transportation: Mileage reimbursement # miles Parking Other	 X X X	 Org's $ rate per mile Rate/Fee Rate/Fee	 $ $ $
TOTAL EXPENSES			

Revenue/Value			
Description & Quantity	**#**	**Cost, dollar amount**	**Total**
Total unpaid Personnel hours: Volunteer # hours = 3.5 (Board member, Interns, and Community Partners usually do not have a calculable dollar value)	X	Value of unpaid Personnel: Volunteer Value per hour $34.79 as of 11/24/25 X 3.5 = (Please refer to INDEPENDENTSECTOR.ORG for current value and values by state)	VALUE $121.77
^In-kind contribution(s)		(Total market value of goods or services)	VALUE $47.92
TOTAL REVENUE/VALUE			$169.69
Cost Per Unit of Appreciation		TOTAL Program Expenses	$
		÷ # of Recipients	20
		Cost Per Unit	$