



# matching grants

## BUDGET FORM

### Instructions:

1. Under "Project Budget," list all anticipated project costs, including what will be provided via in-kind donation or volunteer labor.
2. When listing materials, please note the unit cost and quantity under "Expense Item" and put the total cost under "cost." See example below.

### Sample Project Budget

Vendor	Expense Item	Cost	In-Kind?
Friends of ABC Park	Tree Planting (5 volunteers x [\$23.56 x 4 hours])	\$471.20	YES
Pike's Nursery	Shrubs (5 x \$20)	\$100	YES
Victor Stanley	Bench	\$2,000	NO

3. Include the requested recommended grant application amount from Park Pride on your fundraising plan. The total of your fundraising plan should **equal or exceed** your total project budget.

### Sample Fundraising Plan

Source	Description	Secured Funding Amount	Anticipated Funding Amount	In-Kind?
Friends of ABC Park	4-hour workday (tree planting)	\$471.20		YES
Pike's Nursery	Shrubs (5 x \$20)	\$100.00		YES
Park Pride	Matching Grant		\$10,000.00	NO

**NOTE: Volunteer labor must be noted on your "Project Budget" AND "Fundraising Plan" sheets (as in the example above.)**

4. Email this spreadsheet with your completed application to [grants@parkpride.org](mailto:grants@parkpride.org).