THE MORRIS & GWENDOLYN CAFRITZ FOUNDATION

Financial Attachments Instructions

Submit attachments as PDF files. For instructions on how to convert Word documents or Excel speadsheets to PDF files, [click here.](#)

<u>FOR ALL REQUESTS</u>:
Please include the following information, regardless of the dollar amount of the grant request. Use footnotes to explain in greater detail anticipated surpluses and deficits, unusual revenue or expense items, and major variations from previous years.

For the <u>previous</u> fiscal year:
* Organizational budget versus actuals, including revenue and expenses

For the <u>current</u> fiscal year:
* Organizational budget versus actuals, including revenue and expenses
* Organizational year-to-date Statement of Financial Position (Balance Sheet)
* Organizational year-to-date Statement of Activities (Income Statement)

For the <u>next</u> fiscal year, if available:
* Organizational projected or proposed budget, including revenues and expenses (A draft is acceptable, but please indicate if it has not yet been approved by the Board of Directors.)

Funding Sources:
* List specific amounts requested from foundations, corporations, governments and other funding sources, as well as the status of those requests (received, pending or committed)
* For pending requests, please indicate the expected notification date, if available

RECOMMENDED BUDGET EXPENSE CATEGORIES:

The categories listed below are suggestions for developing a budget. Include the total amount for each category. Not all categories may be applicable to your organization or request.

1. Salaries (total salary budget, number of positions, and note whether full- or part-time)
2. Payroll Taxes
3. Fringe Benefits
4. Consultants and Professional Fees [please itemize type(s) of consultant(s) and fees]
5. Travel
6. Equipment
7. Supplies
8. Printing and Copying
9. Telephone and Fax
10. Postage and Delivery
11. Rent and Utilities
12. Maintenance
13. Technology (this can include hardware/software capital spending, maintenance, and/or training)
14. Evaluation
15. In-kind expenses
16. Reserves
17. Other (specify)
18. Total Expenses

RECOMMENDED BUDGET REVENUE CATEGORIES:

The categories listed below are suggestions for developing a budget. Include the total amount for each category. Not all categories may be applicable to your organization or request.

1. Federal/State/Local Government [specify what agency, department or source(s)]
2. Foundations (identify each by name)
3. Corporations (list each by name)
4. United Way/Combined Federal Campaign and/or other workplace giving
5. Individual Donors
6. Earned Revenue (delineate whether events, product or publication sales, program fees or other)
7. Membership Fees
8. In-Kind Support (donated goods, services, equipment, non-cash items or volunteer hours)
9. Other (specify)
10. Total Revenue

FOR PROJECT REQUESTS, PLEASE ALSO INCLUDE THE FOLLOWING:
This section is for *local organizations* requesting funds for specific activities or *national organizations* seeking general or project support for work conducted in, and benefitting residents of, the Washington, DC, metropolitan area (Note to national organizations: please frame the funding request as project support for the local efforts.):

For the previous fiscal year, or 12-month project period:
- Project budget versus actuals, including revenue and expenses

For the current fiscal year, or 12-month project period:
- Project budget versus actuals, including revenue and expenses

For the next fiscal year, or 12-month project period, if available:

- Project projected or proposed budget, including revenues and expenses (A draft is acceptable, but please indicate if it has not yet been approved by the Board of Directors.)

Project Funding Sources:

- List specific amounts requested from foundations, corporations, governments and other funding sources, as well as the status of those requests (received, pending or committed)
- For pending requests, please indicate the expected notification date, if available

NOTE:
For developing a project budget, see the recommended budget categories and instructions above.