The Conservation Fund Resourceful Communities Program

**Creating New Economies Fund (CNEF)**

**SAMPLE BUDGET AND NARRATIVE**

# Trail Project for ABC Nonprofit

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| --- | --- | --- | --- | --- |
| **Budget Line Items** | **CNEF Funds****Requested (B)** | **In-Kind****(C)** | **Funding from****Other Sources (D)** | **Total Project****Cost (A)** |
| 1. Intern Stipends | $5,000 |  | $15,000 | $20,000 |
| 2. Staff Support | $5,000 |  | $5,000 | $10,000 |
| 3. Contract Services | $2,500 |  |  | $2,500 |
| 4. Work Gloves |  | $50 |  | $50 |
| 5. Work Equipment | $50 | $200 |  | $250 |
| 6. Signage/ printing |  | $500 | $100 | $600 |
| 7. Meeting Supplies | $150 |  |  | $150 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** | **12,700** | **750** | **20,100** | **$33,550** |

**Budget Narrative** (Please provide an explanation for the funding requested from CNEF and what in-kind support is being provided.)

1. **Intern Stipends** – $10/ hour for 10-week internships for FT work (40 hours/ week). $5,000 of CNEF funding will support intern stipends; $15,000 to support intern stipends has been secured from the ABC Community Foundation.
2. **Staff Support** – A Project Coordinator will supervise the interns and manage the project at $20/ hour for 40 hours/ week for 12.5 weeks. CNEF funding will support half of the Project Coordinator's salary; funding from ABC Community Foundation will cover the remaining salary.
3. **Contract Services** – $2,500 of CNEF funds will pay a local grading company to clear the trail.
4. **Work Gloves** – A local hardware store will provide work gloves ($10/ pair for 5 pairs) for interns.
5. **Work Equipment** – We anticipate that Lowe’s will donate 4 sets of tools worth $50 each (in-kind donation awaiting decision). We will purchase one additional set of tools with CNEF funds.
6. **Signage** – ABC Signs will create 5 trail signs at $100 each (in-kind, awaiting decision) and will print outreach materials. A private donation (secured) will cover the remaining $100 expense.
7. **Meeting Supplies** – $150 of CNEF funds will cover snacks and occasional supplies such as pens and pads.

**Funding from Other Sources**

1. ABC Community Foundation, $15,000, secured
2. XYZ Foundation, $5,000, to be submitted
3. Individual Donations, $100, secured