

EXAMPLE OF GRANT / LOAN APPLICATION BUDGET FORMAT

An accurate, detailed budget for proposed ministry projects is a requirement of every congregation or organization. Your total budget for the project should be broken down into the items specified below. As long as your budget is typewritten and contains the required information, you may submit it in a format convenient for you. A sample format with suggested revenue and expense categories follows.

A. BUDGET HEADING

Specify the budget period (e.g., January 1, 2018 to December 31, 2018).
Specify the requested amount and the total cost of the project.

B. REVENUE

If the requested amount is different from the total cost of the project, itemize all confirmed and anticipated sources of revenue, and provide a revenue total. Refer to the following example for possible revenue categories. Also, indicate the amount of funds, if any, for this project that will be drawn down from your operating budget and/or reserve fund or endowment.

C. EXPENSES

Itemize your expenses and provide an expense total. Include any additional items relevant to your particular program, project or campaign.

D. NARRATIVE

This section should include:

- A list of assumptions on which the budget was based.
- An explanation of any unusual budget items.
- In-kind expenses and donations or matching funds should also be described.
- See next page for sample project budget format and categories.

E. SUSTAINABILITY

If this is seed money to start a new ministry or staff position, how will you find resources to sustain this ministry or position when the grant ends?



One Church of Miraculous Expectation and Missionary Grace.

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REVENUE	COMMITTED FUNDS*	PENDING FUNDS*
1. Grants/Contributions		
Congregation Members		
Individuals outside Congregation		
Foundations (itemize on separate lines)		
Other (specify)		
2. Income		
Events		
Other		
3. Investment/Endowment Income		
4. In-Kind Support		
5. Other (specify)		
Total Revenue		

* (from sources other than the Anglican Diocese of Pittsburgh)