

**Ribbon of Hope Program  
Proposed Project Budget Form- EXAMPLE  
All Ribbon of Hope Awards are \$50,000**

**This example illustrates how to complete the budget form. Your own budget form should contain the amounts and descriptions that are appropriate for your own proposed project.**

Project budgets should align to the activities described in your proposal; amounts are not required for every category in the table below. *The Foundation does not fund general operating (i.e., indirect or overhead) costs, construction or renovation projects, or medical services.*

<b>Category</b>	<b>Dollar Amount</b>	<b>% of Ribbon of Hope Grant Funds</b>	<b>% of Overall Proposed Project Budget</b>	<b>Description</b>
<b>Personnel Costs</b>	\$14,400	28.8%	14.4%	New program manager (10 hrs/wk for 36 weeks, no fringe)
<b>Professional Fees</b>	\$7,000	14%	7%	Literacy mentor training for volunteers
<b>Printing</b>	\$1,800	3.6%	1.8%	Volunteer recruitment and training materials
<b>Office Supplies</b>				
<b>Phone/Fax</b>				
<b>Travel</b>	\$400	.8%	.4%	Travel to training site by program manager; 1-week training
<b>Training</b>	\$5,000	10%	5%	Offsite training program for new manager
<b>Evaluation</b>	\$3,400	6.8%	3.4%	Participant assessment-administration and evaluation
<b>In-kind goods/services</b>	(\$8,000)			Literacy books donated by publisher
<b>Other (please list)</b>	\$12,000	24%	12%	Reading Systems Kits
<b>Other (please list)</b>	\$6,000	12%	6%	Website development for online testing
<b>TOTAL</b>	<b>\$50,000</b>	<b>100%</b>	<b>50%</b>	