

TIDES

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Budget Template for Death Penalty Mobilization Fund (DPMF)

ORGANIZATION NAME

Proposed Grant Period: January 1, 2017— **MONTH XX, 20XX**

Instructions:

- Please complete the following budget template and submit it with your proposal.
- Please feel free to add additional lines as appropriate to accurately reflect your financial information.
- The amount committed or requested for project revenue should be the amount for non-lobbying activity only.

Revenue (Note whether each source of income has been committed, or has been/will be requested.)			
	Committed	Requested	Total
Foundation Sources (list all)* Tides DPMF	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Board Contributions	\$ _____	\$ _____	\$ _____
Individual Contributions	\$ _____	\$ _____	\$ _____
In-Kind	\$ _____	\$ _____	\$ _____
Other (please specify)	\$ _____	\$ _____	\$ _____
Total Revenue	\$ _____	\$ _____	\$ _____

Expenses		
Personnel:		
Salaries (Staff-the positions listed below are for illustration purposes only. Please list only staff working on the project, whether they are full time or part time, and the % of their time spent on the project)		
	Lobbying	Non-lobbying
Executive Director (%FTE)	\$	\$
Program Director (%FTE)	\$	\$
Administrative Assistant (%FTE)	\$	\$
Temporary Employees (%FTE)	\$	\$
Other (%FTE)	\$	\$
Personnel Subtotal		
Employee Benefits (Include % used to calculate)		
Total Personnel	\$	\$
	Lobbying	Non-lobbying
Direct Expenses (enter "0" if not applicable)		
	\$	\$
Travel (airfare, ground travel & hotel)	\$	\$
Professional Fees (researchers, consultants)	\$	\$
Postage and Shipping	\$	\$
Printing and Copying	\$	\$
Materials and Books	\$	\$
Media (If you have any paid media, please list expenses)	\$	\$
Polling	\$	\$
Rally (permits, equipment)	\$	\$
Other (please describe)	\$	\$
Direct Expenses Subtotal	\$	\$
Total Direct Expenses (Personnel + Direct Expenses)	\$	\$
Indirect Expenses (Not to exceed 10% of total direct expenses. Please include the % used to calculate)	\$	\$
Rent	\$	\$
Utilities	\$	\$
Telephone and Fax	\$	\$
Development/Fundraising Expenses	\$	\$
Professional Fees (not included above as direct	\$	\$

expenses – i.e. accountant)		
Other Indirect Expenses (please describe)	\$	\$
Indirect Expenses Subtotal	\$	\$
Total Requested Budget (Total Direct + Indirect Expenses)	\$	\$

Summary of Request

Total Amount Requested from Tides Foundation (non-lobbying activities only; if not applicable, enter “0”) \$ _____
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Total Project Budget

Total Project Budget
 (This figure includes your total request from Tides Foundation and all other sources for all lobbying and non-lobbying activities)

\$ _____