

List job titles (not employee names) under *Personnel*. *Personnel* only includes employees. Subcontracts are to be placed under *Other Costs*.

Add 8-digit TCE file number if one has been assigned (201XXXXX), and add legal name of the organization applying (= org who will accept the funds if approved). Do not add anything else here or in the header area.

To be completed by the applicant. All amounts need to be entered in full dollar amounts, including Benefits and Indirect Costs.

To be completed by TCE staff.

Place FTE in parentheses and use decimal format. Employees that fall below .10 FTE are considered already covered under Indirect Costs. Do not list. (To convert hours into FTE see tab FTE.)

Benefits not to exceed 32%.

Equipment/project supplies that fall below \$5,000 per item should be listed under *Non-Personnel/ Operating Costs*.
Equipment/project supplies that exceed \$5,000 per item should be listed under *Other Costs/Capital and Equipment*.

Stipends and Honoraria fall under *Operating Costs*.

Indirect Costs not to exceed 15% of *Direct Costs*. The 15% max. of *Direct Costs* refers to indirect costs and/or fiscal sponsor fee and/or administrative fee. **Neither of these individually nor a combination of these three can exceed 15% of Direct Costs.** (Indirect costs include office supplies, phones, Internet, insurance, bookkeeping etc.)

List *Subcontracts* by type of service provided. Do not include any names. If amount for a subcontract exceeds \$25,000, a separate subcontract budget on the standard TCE budget template with breakdown of expenses is required. Add individual subcontract budgets to the tabs in your budget spreadsheet. (One tab per subcontract at or over \$25,000. Do not include Benefits and/or Indirect Costs for these.)

Mini Grants & Regranting follow subcontracts.

BUDGET File #, Org. Name	Total Project Budget			Request to The California Endowment			Recommended Budget (section to be completed by TCE staff)		
	Year 1	Year 2	Total	Year 1	Year 2	Total	Year 1	Year 2	Total
Personnel									
Director of Public Affairs (0.50 FTE YR1; 0.25 FTE YR2)	32,960	16,480	49,440	32,960	16,480	49,440	32,960	16,480	49,440
Researcher (0.30 FTE)	12,000	12,000	24,000	0	0	0	0	0	0
Community Health Coordinator (0.30 FTE)	18,000	19,000	37,000	18,000	19,000	37,000	15,000	15,000	30,000
Project Assistant I (0.25 FTE)	9,000	9,500	18,500	9,000	9,500	18,500	9,000	9,500	18,500
Project Assistant II (0.25 FTE)	9,000	9,500	18,500	6,000	9,500	15,500	6,000	9,500	15,500
Benefits @ 23% (32% max)	18,621	15,290	33,911	15,171	12,530	27,701	14,481	11,610	26,091
Total Personnel	99,581	81,770	181,351	81,131	67,010	148,141	77,441	62,090	139,531
Non-Personnel									
Operating Costs									
Conferences/Meetings/Events	6,000	0	6,000	6,000	0	6,000	6,000	0	6,000
Project Supplies	2,198	0	2,198	1,099	0	1,099	1,099	0	1,099
Travel	2,000	0	2,000	2,000	0	2,000	2,000	0	2,000
Printing of Meeting Materials	4,000	4,000	8,000	0	0	0	0	0	0
Child Care	1,000	0	1,000	500	0	500	500	0	500
Stipends	1,500	1,500	3,000	1,500	1,500	3,000	1,500	1,500	3,000
Total Non-Personnel	16,698	5,500	22,198	11,099	1,500	12,599	11,099	1,500	12,599
Direct Costs	116,279	87,270	203,549	92,230	68,510	160,740	88,540	63,590	152,130
Indirect Costs @ 9% (15% max)	10,465	7,854	18,319	8,301	6,166	14,467	7,969	5,723	13,692
Total Direct and Indirect	126,744	95,124	221,868	100,531	74,676	175,207	96,509	69,313	165,822
Other Costs									
Subcontracts									
Translation	5,000	4,000	9,000	2,300	2,000	4,300	2,300	2,000	4,300
Graphic Designer	4,000	3,000	7,000	1,230	1,000	2,230	1,230	1,000	2,230
Policy Research	18,000	18,000	36,000	0	0	0	0	0	0
Local Mini-Grants (15 for \$2,000 each)	30,000	0	30,000	30,000	0	30,000	30,000	0	30,000
Regranting	9,000	0	9,000	9,000	0	9,000	9,000	0	9,000
Fiscal Sponsor / Admin Fee 6%	6,977	5,236	12,213	5,534	4,111	9,645	5,312	3,815	9,127
Capital & Equipment									
Multi-Gas Detector	5,578	0	5,578	5,578	0	5,578	5,578	0	5,578
Total Other Costs	78,555	30,236	108,791	53,642	7,111	60,753	53,420	6,815	60,235
Grand Total	205,299	125,360	330,659	154,173	81,787	235,960	149,929	76,128	226,057

REMINDERS

- * Use the appropriate Excel tab for 1, 2, or 3 year budget.
- * Make sure that any numbers you input are rounded to the nearest dollar.
- * Spell check your line items.
- * Enter 0 for line items for which you don't request TCE funding -- do not leave cells blank.
- * Delete extra/unused rows.
- * Check that the total Direct and Indirect line items and the Grant Total line item are summing the correct line items from above.
- * Do not delete or manipulate formulas.

Annual Organizational Budget	3,000,000	3,000,000	6,000,000	3,000,000	3,000,000	6,000,000	3,000,000	3,000,000	6,000,000
% of organizational budget	7%	4%	6%	5%	3%	4%	5%	3%	4%
% of project budget	Percentage of Direct Costs.			75%	65%	71%	97%	93%	96%

Budget Notes:
Reserved for TCE staff.

Enter your total **Annual Organizational Budget** amount here. All other fields will self-populate. The Annual Organizational Budget refers to the budget of the grantee organization.

Capital & Equipment only includes items of \$5,000 or more per item.

FTE / HOURS (weekly)			
FTE	HOURS	FTE	HOURS
1.00	40.00	0.50	20.00
0.99	39.60	0.49	19.60
0.98	39.20	0.48	19.20
0.97	38.80	0.47	18.80
0.96	38.40	0.46	18.40
0.95	38.00	0.45	18.00
0.94	37.60	0.44	17.60
0.93	37.20	0.43	17.20
0.92	36.80	0.42	16.80
0.91	36.40	0.41	16.40
0.90	36.00	0.40	16.00
0.89	35.60	0.39	15.60
0.88	35.20	0.38	15.20
0.87	34.80	0.37	14.80
0.86	34.40	0.36	14.40
0.85	34.00	0.35	14.00
0.84	33.60	0.34	13.60
0.83	33.20	0.33	13.20
0.82	32.80	0.32	12.80
0.81	32.40	0.31	12.40
0.80	32.00	0.30	12.00
0.79	31.60	0.29	11.60
0.78	31.20	0.28	11.20
0.77	30.80	0.27	10.80
0.76	30.40	0.26	10.40
0.75	30.00	0.25	10.00
0.74	29.60	0.24	9.60
0.73	29.20	0.23	9.20
0.72	28.80	0.22	8.80
0.71	28.40	0.21	8.40
0.70	28.00	0.20	8.00
0.69	27.60	0.19	7.60
0.68	27.20	0.18	7.20
0.67	26.80	0.17	6.80
0.66	26.40	0.16	6.40
0.65	26.00	0.15	6.00
0.64	25.60	0.14	5.60
0.63	25.20	0.13	5.20
0.62	24.80	0.12	4.80
0.61	24.40	0.11	4.40
0.60	24.00	0.10	4.00
0.59	23.60		
0.58	23.20		
0.57	22.80		
0.56	22.40		
0.55	22.00		
0.54	21.60		
0.53	21.20		
0.52	20.80		
0.51	20.40		

Staff time under 0.10 FTE (10%) is considered an indirect cost.

Do not include in your budget.