

The Westbrook Foundation Project Budget Instructions

General Tips

1. Be sure that the project budget you submit is accurate and complete. Forecast thoughtfully so you are not overbudgeting or underbudgeting. The Foundation does not provide additional funds for the same project once the grant has been awarded.
2. Be sure that the project budget total is consistent with what is stated in the application.
3. All costs in the budget must relate to the project and take place within the period of the project. The project period covers the time to plan, execute, and close out the project.

Estimated Project Revenue

1. Total project revenue must equal total project expenses.
2. If the Westbrook Foundation has previously funded your organization for this (or a similar) project, the total revenue for #1-6 must not be less than 25% of total expenses.
3. For #3-6, specific sources and amount of each must be spelled out individually.
4. For #7 (Westbrook Foundation Grant Request), be sure that the request amount is consistent with what is stated in the grant application.

Estimated Project Expenses

1. Total project expenses must equal total project revenue.
2. For #1-5, itemized breakdown is required even though costs can be approximate. No lump sums can be listed in column C without an itemized breakdown in column A.
3. For #1-5, all costs should be pro-rated to reflect only those incurred within the period of the project.
4. For #2-5, all project expenses greater than \$500 must be accompanied by vendor quotes to be attached to the end of the Project Budget form and combined into one scanned document for uploading.