

Maryland Developmental Disabilities Council
Small Grant Budget (EXAMPLE)

Individual/Organization: Quality, Inc. Date: 5/17/21

Project/Training Title: Parent Advocacy Workshops

Expenses**	Council Funds	+	Your Match	=	Total Cost
<u>Program Director</u>	<u>\$1,000</u>		<u>\$2,250</u>		<u>\$3,250</u>
<u>Trainers</u>	<u>\$3,000</u>		<u>\$1,000</u>		<u>\$4,000</u>
<u>Spanish translator</u>	<u>\$600</u>		<u>0</u>		<u>\$600</u>
<u>Meeting Space</u>	<u>0</u>		<u>\$1,000</u>		<u>\$1,000</u>
<u>Training Supplies</u>	<u>\$400</u>		<u>\$400</u>		<u>\$800</u>
Totals:	<u>\$5,000</u>		<u>\$4,650</u>		<u>\$9,650</u>

- Expenses: Expenses related to the project or training.
- Council Funds: The amount of funding you are requesting from the Council.
- Your Match: What you or others will contribute. See “Match Instructions” on our website for information about what is required and how to meet the requirements. You do not have to provide a match for every expense. Matching funds cannot be from federal sources.
- Total Cost: Council Funds + Your Match

****Provide more details about your budget expenses on the next page. This is required.**

 X Check here to confirm that none of the matching funds are from federal sources.

Budget Explanation

Individual/Organization: Quality, Inc.

Project/Training Title: Parent Advocacy Workshops

Expense: List each expense that is in your budget. Briefly describe.

Council Funding: Show how you calculated the amounts you are requesting from the Council.

Match: Show how you calculated your match AND what the source of the match is. See "Match Instructions."

If you have questions, contact: Shawan Pearson at info@md-council.org or 410-767-6249.

Expense: Project Director; responsible for overall planning & coordination of the workshops.

Council Funding: An estimated 5% of her time will be spent on this project. \$65,000 salary x 5% = \$3,250. \$1,000 requested from the Council.

Match: The \$2,250 balance will be paid by Quality, Inc. from a grant received from the ABC Foundation.

Expense: Trainers; 4 workshops will be held on different topics; An expert on each topic will be the trainer.

Council Funding: \$1,000 stipend per trainer x 3 trainers = \$3,000.

Match: \$1,000 stipend x 1 trainer = \$1,000. Matching funds are from a county grant that supports our training program.

Expense: Spanish translator; one workshop is targeted to Spanish-speaking parents.

Council Funding: 8-hour workshop x \$75/hour = \$600.

Match: none

Expense: Meeting space for 4 workshops. The South Street Library is providing the space at no cost.

Council Funding: none

Match: Usual rental fee is 250/day. 4 days x \$250 = \$1,000 in-kind match.

Expense: Training supplies; few will provide training materials & resources to each attendee.

Council Funding: 20 parents at each workshop. 20 x 4 workshops = 80 packets. Each will cost about \$10. \$10 x 80 = \$800.

Match: none