**INSTRUCTIONS FOR FINANCIALS WHEN SEEKING RENEWED PROJECT SUPPORT**

**Organizational Statement of Revenue and Expenses**

* Insert the name of your organization into the first line of the heading. Insert the name of the project into the third line of the heading.
* Insert the name of the organization, its method of accounting (accrual or cash), and the beginning and end dates of its fiscal year into the footnote at the bottom of the Statement of Revenue and Expenses. Example: “ABC uses accrual basis accounting. FY runs from January 1 to December 31.”
* Please provide organizational budget and actuals figures for the two most recently-completed fiscal years, the current fiscal year, and, if different from the current fiscal year, the fiscal year in which the bulk of the requested project grant will be spent. If possible, please use the income and expenses categories that we have provided. Insubstantial items that clearly do not fit within the provided categories can be listed on the row designated “other.”
* Explain in a footnote any significant surpluses or deficits.

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**PROJECT BUDGET**

* Insert the name of your organization into the first line of the heading. Insert the name of the project into the third line of the heading.
* List the amounts of the grants you received and are requesting in the row titled “Prior Project/Proposed Project Grant.”
* Fill in the appropriate dates for month and year (MM/YY) where requested.
* Project – Prior Period: If you are giving partial figures for the “Actuals” columns (i.e, the prior project still has a month or more to go) please add a footnote explaining how the remaining funds, if any, will be spent (i.e., “*Figures for prior project actuals are through 10/31. Remaining amount will be spent down by the end of the project period*.”) Do not project full-project figures in the ‘Actuals’ column.
* Project Budget figures should not show a surplus or a deficit. All budget figures should be rounded to the nearest $10.
* Indirect Expenses (overhead)**:** Project budgets may include indirect expenses (overhead) where justified by the scope of the project relative to the overall budget for the organization, and may not, in any case, exceed 15% of the proposed grant. Types of indirect expenses other than those listed in the budget template may not be allocated to this grant without the explicit permission of a program officer.