



Heritage Support Grant Project Budget

The project budget provides a line item account of income and expenses. A good budget should be detailed enough to provide necessary information for the grant reviewers and to serve as the budget guideline for the project team.

You must use the template provided as part of the Heritage Support Grant proposal.

The template has three different sections: income, expenses and balance. The document has built in formulas and will automatically calculate totals.

The second line in the income section calculates a 15% match. This is the required cash match amount.

The project budget can only include direct costs. It cannot include indirect costs, operational costs or administrative expenses such as utilities or salaries for permanent staff.

IHS Heritage Support Grant Budget Template				
Organization Name:				
Project Name:				
Project Start Date:				
Project End Date:				
INCOME				
Description	Budgeted	Actual	Difference	Notes
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Totals	\$0.00	\$0.00	\$0.00	
EXPENSES				
Description	Budgeted	Actual	Differences	Notes
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Totals	\$0.00	\$0.00	\$0.00	
BALANCE				
BALANCE	Projected	Remaining	Differences	Notes
	\$0.00	\$0.00	\$0.00	

[This Excel file can be downloaded from the HSG website under the Resources page.](#)

Income

This section includes all funding coming in for the project. The first line will list the Heritage Support Grants request in the budgeted column. Other lines under the income section will document any other sources of income, including the 15% cash match, funds already in hand, or any other funds being used for the project.

Expense

List anticipated expenses by line item. Include descriptions, unit numbers and prices. Use the Notes column to reference any project estimates, website details, or other relevant information.

Some projects can reasonably include contingency funds, especially building projects or those that are weather dependent. If you're not sure whether you should include contingency funds in your expenses, talk to your coach.

Balance

The total income amount should equal the total expense amount with a projected balance of zero. Contact your coach in case there are remaining funds.

IHS Heritage Support Grant Budget Template				
Organization Name: Example Historical Society				
Project Name: Heritage Support Grant project				
Project Start Date: 07/01/2020				
Project End Date: 06/30/2021				
INCOME				
Description	Budgeted	Actual	Difference	Notes
Heritage Support Grant	\$50,000.00	\$0.00	\$50,000.00	
15% Cash Match	\$7,500.00	\$0.00	\$7,500.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Totals	\$57,500.00	\$0.00	\$57,500.00	
EXPENSES				
Description	Budgeted	Actual	Differences	Notes
Direct Project Costs	\$20,000.00	\$0.00	\$20,000.00	project estimates and/or bid details
Direct Project Costs	\$20,000.00	\$0.00	\$20,000.00	cost explanations
Direct Project Costs	\$10,000.00	\$0.00	\$10,000.00	other relevant information
Contingency funds	\$7,500.00	\$0.00	\$7,500.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Totals	\$57,500.00	\$0.00	\$57,500.00	
BALANCE				
Projected	Remainin	Differences	Notes	
\$0.00	\$0.00	\$0.00		

Until any HSG funding is provided or actual expenses incurred, only the "Budgeted" column will be used. The "Actual" column is left blank until then. The "Difference" column automatically fills in any difference.