

Sample Budget Spreadsheet for Bricks & Mortar projects

Ohio History Fund of the Ohio History Connection

Three worksheets are required for Bricks & Mortar projects: **1) Master Budget Worksheet, 2) Construction Budget Worksheet, and 3) Match Summary Worksheet.**

Master Budget Worksheet:

Master Budget Worksheet - History Fund							
Grant Project Title: XYZ Home Restoration - Phase III (Interior)							
Applicant Organization: Neat Old House Historical Society							
NOTE: Your budget must include the time and cost or match for a project director and a project bookkeeper . See the Application Instructions for details. Applications whose budgets that do not include a project director or bookkeeper will not be considered.							
Budget Category	Budget Item (specify)	Units	Rate	Total Cost	History Fund Grant Request	Match	Total
PERSONNEL							
Project director	President	30	\$ 7.95	\$ 238.50		\$ 238.50	\$ 238.50
Project bookkeeper	Treasurer	20	\$ 7.95	\$ 159.00		\$ 159.00	\$ 159.00
Other paid staff of applicant organization				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
Volunteers				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
Professional services	Consultant	1	\$ 3,850.00	\$ 3,850.00		\$ 3,850.00	\$ 3,850.00
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
<i>subtotal</i>				\$ 4,247.50	\$ -	\$ 4,247.50	\$ 4,247.50
MATERIALS & SUPPLIES				\$ -			\$ -
				\$ -			\$ -

				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
<i>subtotal</i>				\$ 600.00	\$ -	\$ 600.00	\$ 600.00
PROFESSIONAL DEVELOPMENT				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
<i>subtotal</i>				\$ -	\$ -	\$ -	\$ -
TRAVEL				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
<i>subtotal</i>				\$ -	\$ -	\$ -	\$ -
Construction Budget subtotal (for Bricks & Mortar category only)					\$ 20,000.00	\$ 9,038.28	\$ 29,038.28
Total Project Cost				\$ 4,847.50	\$ 20,000.00	\$ 13,885.78	\$ 33,885.78

Construction Budget Worksheet, Bricks & Mortar projects:

Construction Budget Worksheet - History Fund			
Grant Project Title: XYZ Home Restoration - Phase III (Interior)			
Applicant Organization: Neat Old House Historical Society			
Expenditure Categories	History Fund Grant Request	Match	Total
General Conditions			\$ -
Site Work			\$ -
Concrete			\$ -
Masonry			\$ -
Metals			\$ -
Wood & Plastics			\$ -
Thermal/Moisture			\$ -
Doors & Windows			\$ -
Specialties			\$ -
Equipment			\$ -
Finishing	\$ 20,000.00	\$ 9,038.28	\$ 29,038.28
Special Construction			\$ -
Conveying Systems			\$ -
Mechanical/Electrical			\$ -
Other, please specify:			\$ -
Construction Subtotal	\$ 20,000.00	\$ 9,038.28	\$ 29,038.28

Match Summary Worksheet, Bricks & Mortar example:

Match Summary Worksheet - History Fund				
Grant Project Title: XYZ Historic Home Restoration - Phase III (Interior)				
Applicant Organization: Neat Old House Historical Society				
Match Summary				
Donor	Source*	Kind**	Amount	Pending or Confirmed?
Project Manager	donation	Volunteer Labor	\$ 238.50	Confirmed
Project Bookkeeper	donation	Volunteer Labor	\$ 159.00	Confirmed
Foundation Membership	donation	Cash	\$ 5,488.28	Pending
Anytown Community	donation	Cash	\$ 3,000.00	Pending
Private Foundations	Grants	Cash	\$ 5,000.00	Pending
Total Match:			\$ 13,885.78	

***Source:** The origin of the contribution. For example: general operating funds, other grants, or donations to the grant project
****Kind:** Type of contribution, whether cash, volunteer labor, or donated materials and supplies, etc.
 See the Application Instructions for additional explanations of match.