Budget

Contents

Budget Overview:

In this document you will find detailed instructions on how to complete the budget portion of your Verdant request.

As a public agency, Verdant has the obligation to be a good steward of our resources and to invest in programs that accomplish work in alignment with our mission and in support of the residents of our service area.

Financial Due Diligence

We request that applicants provide financial information for review in connection with their applications and update that information annually if funded.Our review of the financial information provided by applicants includes looking at the ratio of the applicant's assets and debts, the financial controls maintained by the applicant, and issues raised by the applicant's financial statements.

Verdant recognizes that small or new organizations will have fewer assets than more established agencies.

·Applicants and grantee organizations that have annual operating expenses greater than $3,000,000 are required to provide Verdant with a copy of a financial audit performed by an independent accounting firm. Audited financial statements must be provided to Verdant annually.

·Organizations that have an annual operating expenses of less than $3,000,000 annually are required to provide either a cost report or internally prepared financial statements to Verdant annually.

Budget Guidelines for Verdant Funding:

As part of your application in Verdant's Grant Portal, please provide a narrative description of each budget category (such as position title and FTE) and a breakdown of administrative expenses, direct expenses and minor capital expenses in the text boxes proceeding the numeric budget fields.

Administrative Expenses:

Verdant recognizes that the programs we fund are housed in a variety of organization types that have varying levels of administrative infrastructure. We also understand that the administrative functions such as facilities, IT, HR, and others are critical to the success of the program funded by Verdant. Verdant's funding decisions are intended to reflect the organizational capacity and infrastructure necessary for the success of the programs funded by Verdant.

For the purposes of our contract budgets, administrative expenses refer to those expenses that are not specifically allocated to the funded scope of work or function of the funded program and/or those that are allocated to support multiple programs/locations.

Verdant generally limits administrative expenses to 10% or less of the total grant amount.

Direct Expenses:

Direct expenses are those expenses that are allocated to a specific program, such as salaries for program staff and materials required for the project.

These expenses would not be incurred if not for the existence of the program being funded.

Minor Capital Expenses:

Minor capital expenses are expenses incurred by a grantee as the result of the grantee's purchase of capital items that cost less than $5,000 and/or have a useful life that is equal to or less than the term of the grant agreement.

These expenses are generally eligible to be funded by Verdant as part of a grantee's budget request.

Major Capital Expenses

Major capital expenses are expenses incurred by the grantee as the result of the grantee's purchase of capital items that cost more than $5,000 and/or have a useful life greater than the term of the grant agreement.

Verdant generally does not fund major capital items as part of our routine funding. Verdant occasionally offers capital-specific funding opportunities.

Filling out a Budget

Under the "Program Details" section of your application you will be asked to provide your Total Program Budget. Your Total Program Budget includes all costs and funding sources for the program, not just the amount requested from Verdant. In this section, you will also be asked to include your Total Amount Requested from Verdant. (Reference Pages 13 through 15).

Total Program Budget

The Total Program Budget is the total amount budgeted, including all costs and revenue, for the entire program for which you are applying for funding.

Total Program Budget for Year 1 *
$

Amount Requested from Verdant for Year 1 *
$

Amount Requested from Verdant

The Amount Requested from Verdant is is the amount you are requesting from Verdant to support this program.

Total Program Budget for Year 1 *	$
Amount Requested from Verdant for Year 1 *	$

The Amount Requested from Verdant and the Total Program Budget will be used to auto-generate the % of the program funded by Verdant. This can be viewed under the budget section of your application after you add your budget break down and hit "Save and Continue".

Total Program Budget for Year 1 *	$617,360.00
Amount Requested from Verdant for Year 1 *	$114,600.00

When filling out the "Budget" section of your application you will only be focusing on the Total Amount Requested from Verdant.

Verdant requires that you break down your Verdant Request into five categories:
- Personnel Expenses
- Direct Project Expenses
- Administrative Expenses
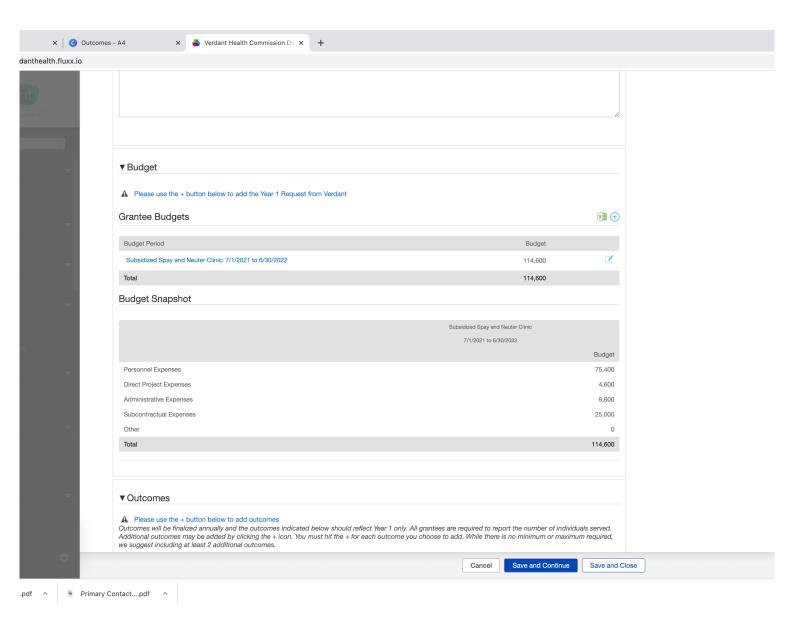- Subcontractual Expenses
- Other Expenses.

You will enter line item numbers as well as having the opportunity to enter optional comments if additional information and/or clarification is needed.

Example:
Zoe's Pet Palace

For Zoe's Pet Palace, a hypothetical organization specializing in pet care, their budget section might look something like the image on page 18.

They have divided their Verdant Request into the five categories provided stating the exact amount dedicated to each type of expense. They have entered "0"in the "Other" category, as it is not a requirement to have an expense for each category, just to enter a number in each field.
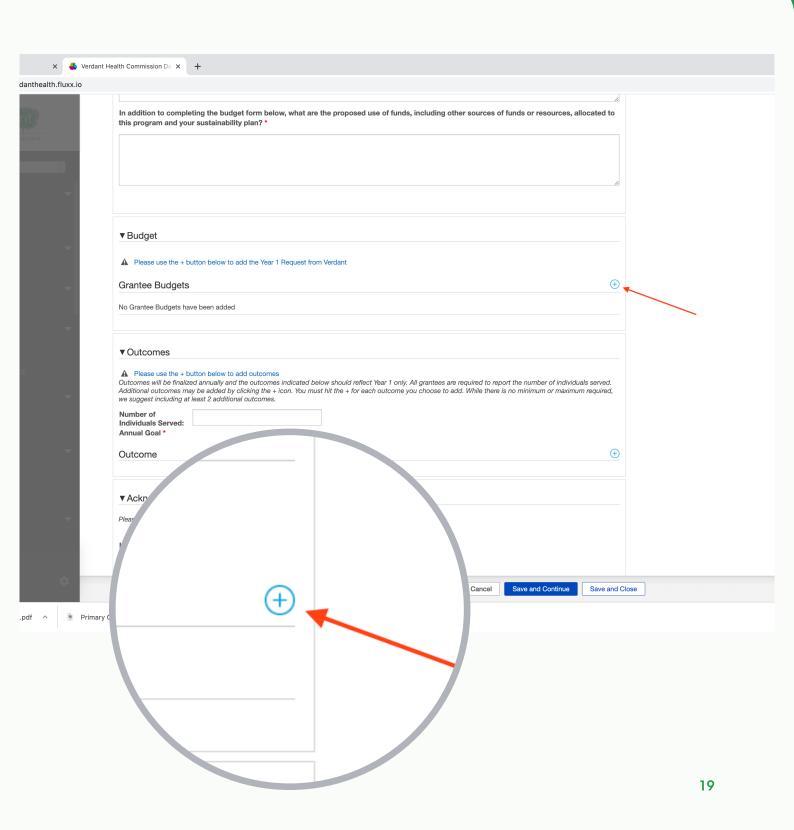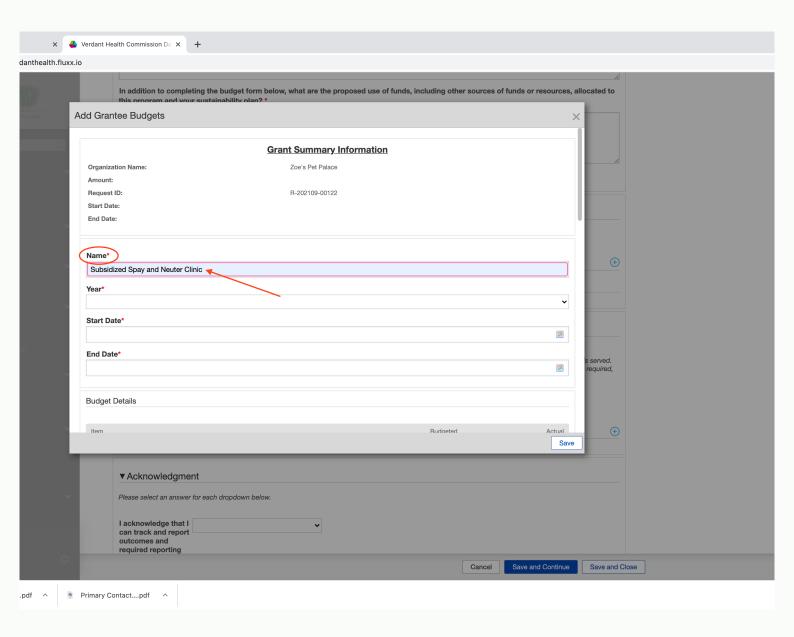
Example: Zoe's Pet Palace

In the next pages you will find detailed instructions on how to complete the budget portion of your Verdant request.
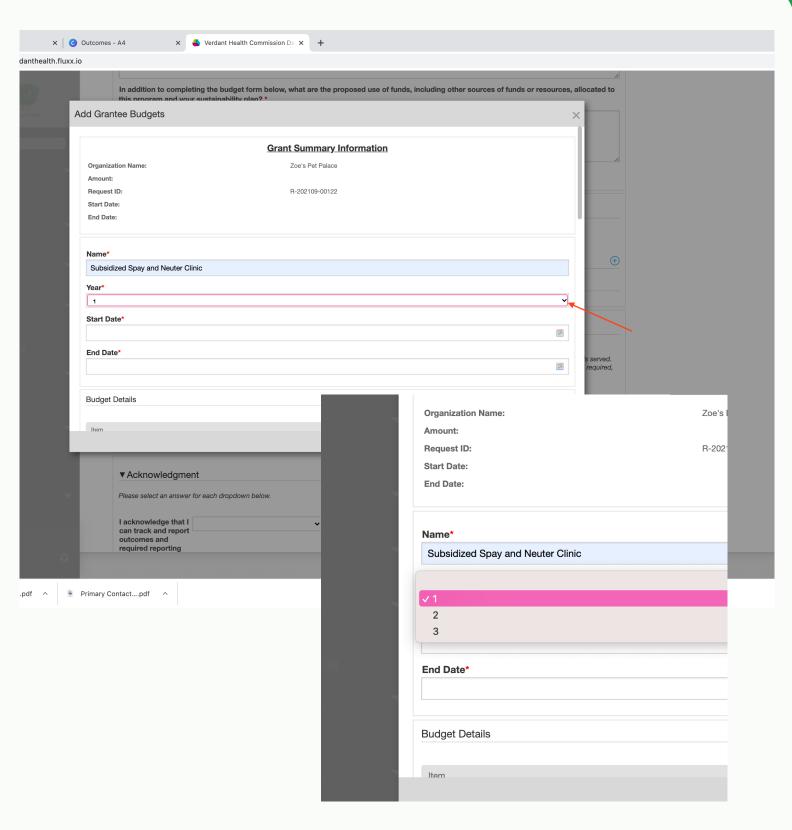
Inputting a Budget:

Click on the blue "+" icon located in the bottom right-hand corner of the "Budget" tab to add begin your budget break down.
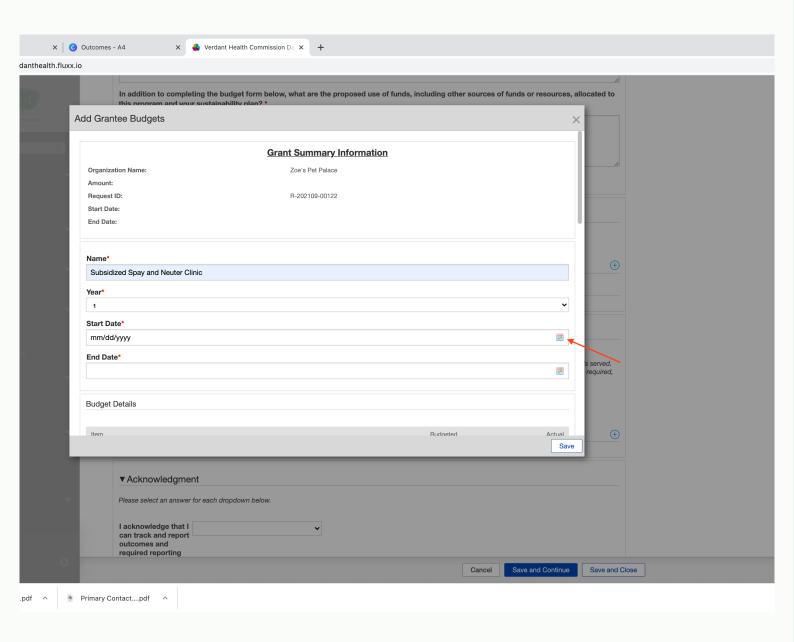
In addition to completing the budget form below, what are the proposed use of funds, including other sources of funds or resources, allocated to this program and your sustainability plan? *

▼ Budget

⚠ Please use the + button below to add the Year 1 Request from Verdant

Grantee Budgets   ⊕

No Grantee Budgets have been added

▼ Outcomes

⚠ Please use the + button below to add outcomes

Outcomes will be finalized annually and the outcomes indicated below should reflect Year 1 only. All grantees are required to report the number of individuals served. Additional outcomes may be added by clicking the + icon. You must hit the + for each outcome you choose to add. While there is no minimum or maximum required, we suggest including at least 2 additional outcomes.

Number of Individuals Served: Annual Goal *

Outcome   ⊕

▼ Ackn

Pleas

Cancel   Save and Continue   Save and Close

.pdf   Primary

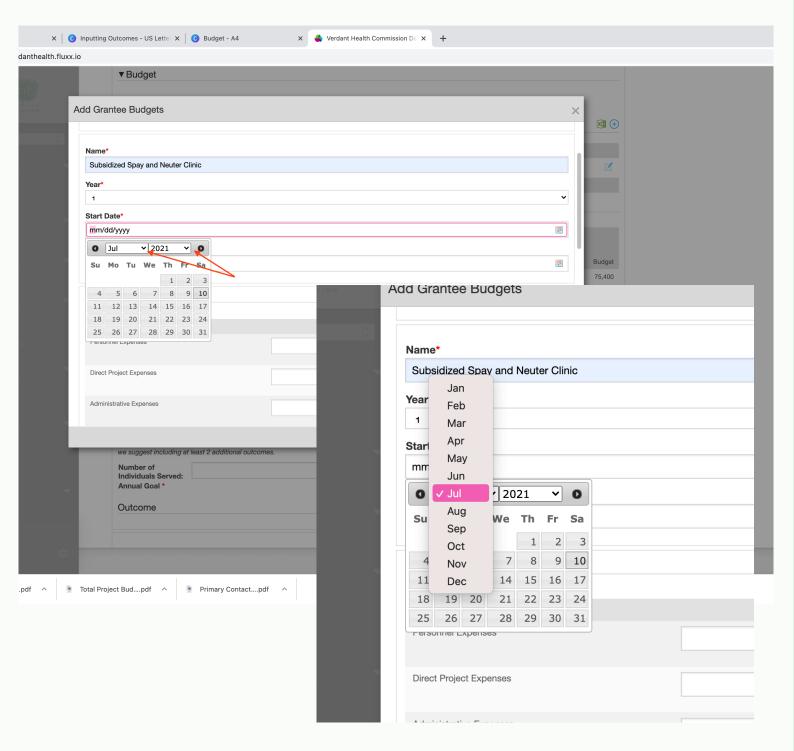In the textbox under "Name" enter the name of your program.
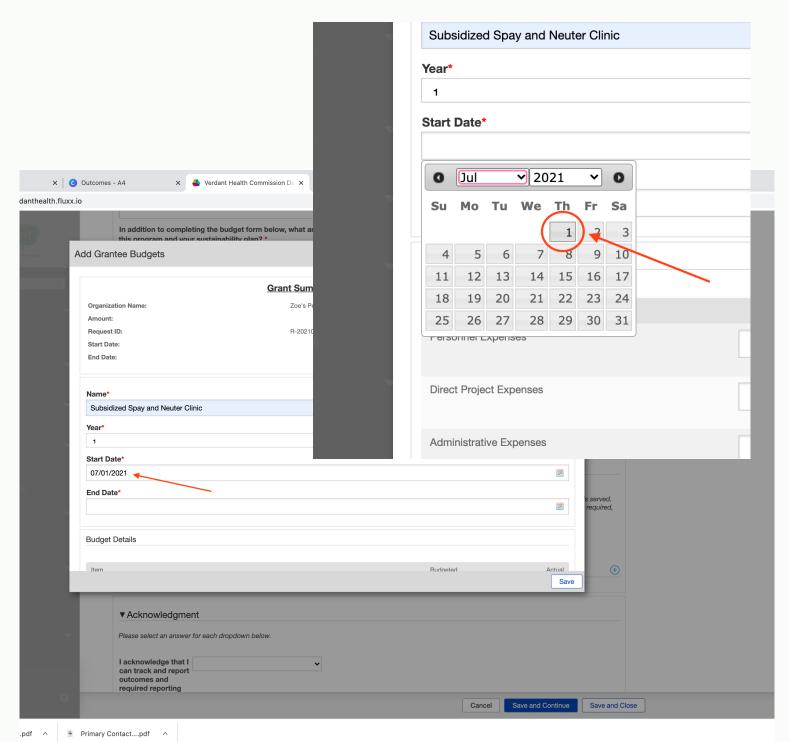
Using the "year" drop down select "1".

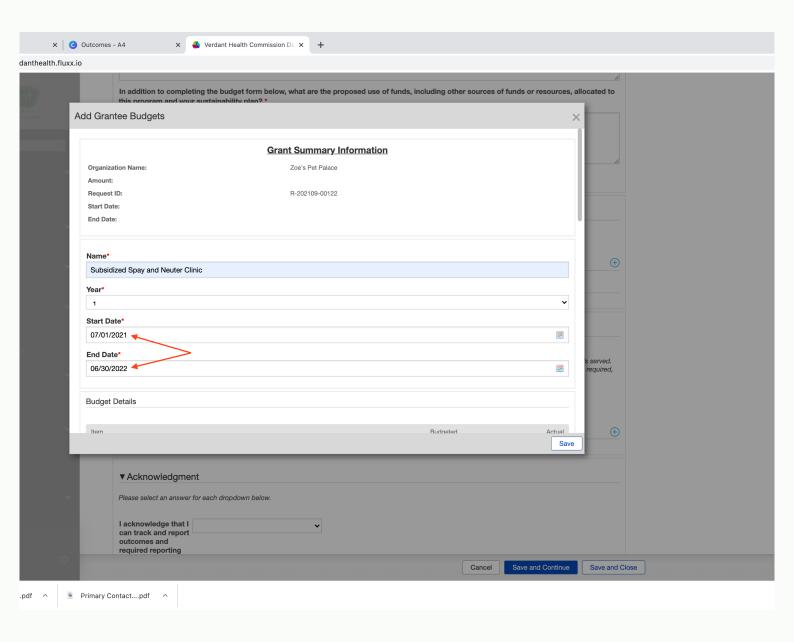# Under "Start Date" select the small calendar icon.

Using the drop downs, select the month and year of your start date. This date should take place in the next six months.
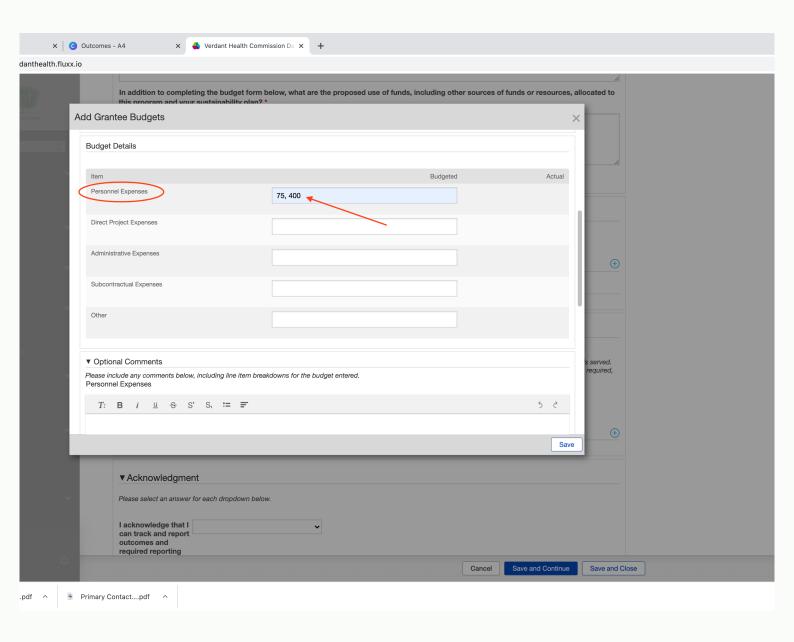
Then on the calendar, select the start day. Once you click the start day, the calendar will close and your start date will be saved in the text box.
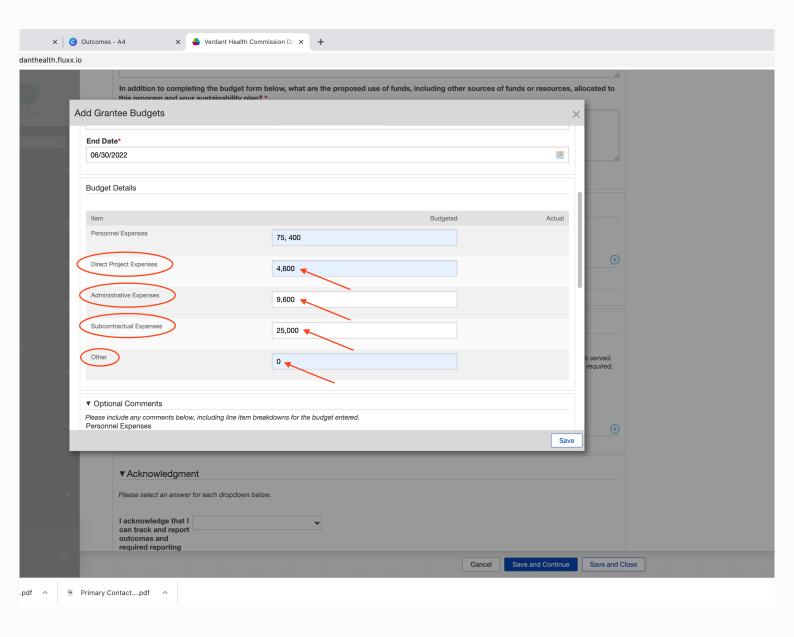
Repeat for the "end date" section and input your end date. When you are finished, both the "start date" and "end date" should be displayed.

Under budget details, you will begin breaking down your budget. Enter the amount of your Verdant Request allocated to Personnel Expenses in the text box under "Budgeted" that is adjacent to "Personnel Expenses".

Repeat step 8 for the other four categories (Direct Project Expenses, Administrative Expenses, Subcontractual expenses and Other).
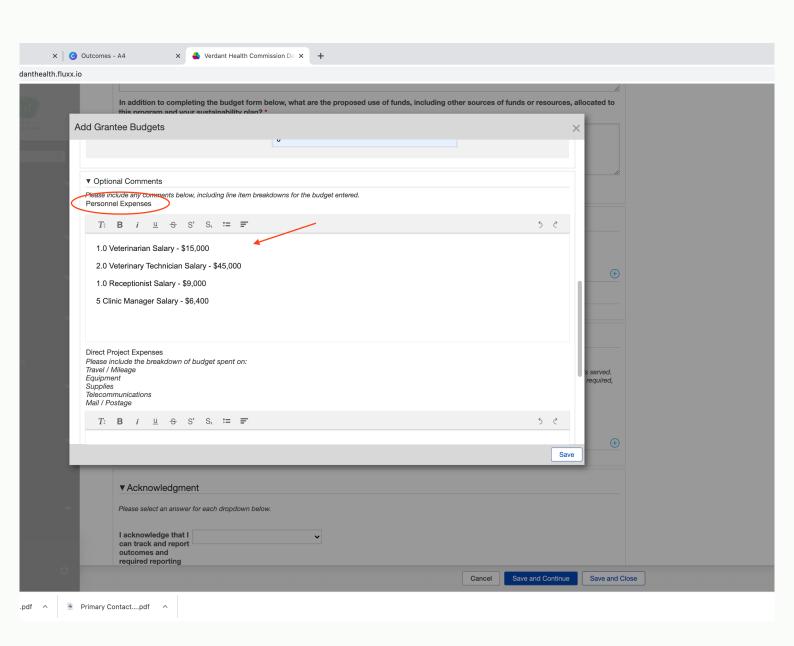
Note:

The "Optional Comments" section is not required and should only be completed if it is necessary to understand the number entered.

Optional Comments:

Once the table is completely filled in, scroll down to the "Optional Comments" section. If applicable, Under "Personnel Expenses", create an itemized list of each expense in th text box.

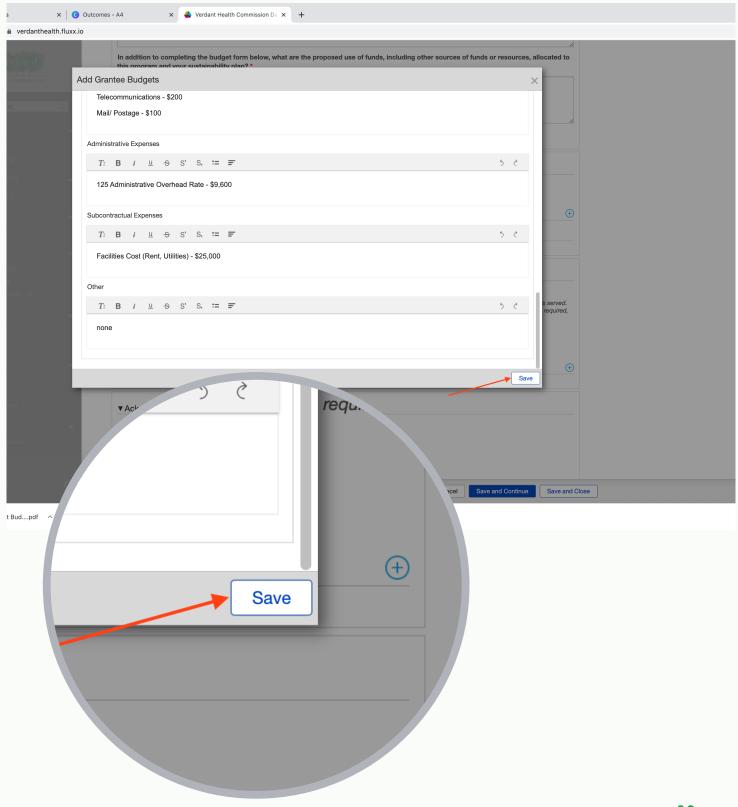If applicable, Repeat step 10 for Direct Project Expenses, Administrative Expenses, Subcontractual Expenses, and Other. If you have allocated zero dollars to one of the five categories, you may leave that secion blank or write "none" (see page 16).

Outcomes - A4

Verdant Health Commission Da

In addition to completing the budget form below, what are the proposed use of funds, including other sources of funds or resources, allocated to this program and your sustainability plan? *

Add Grantee Budgets

Telecommunications - $200

Mail/ Postage - $100

(Administrative Expenses)

125 Administrative Overhead Rate - $9,600

(Subcontractual Expenses)

Facilities Cost (Rent, Utilities) - $25,000

(Other)

Facilities Cost (Rent, Utilities) - $25,000

Other

▼ Acknowledgment

Please select an answer for each d

I acknowledge that I
can track and report
outcomes and
required reporting

▼ Acknowledgment

Please select an answer for each dropd
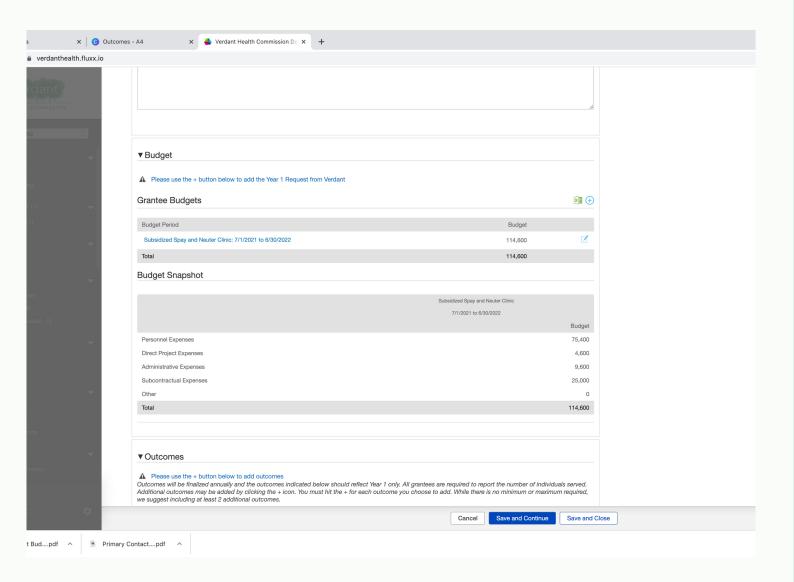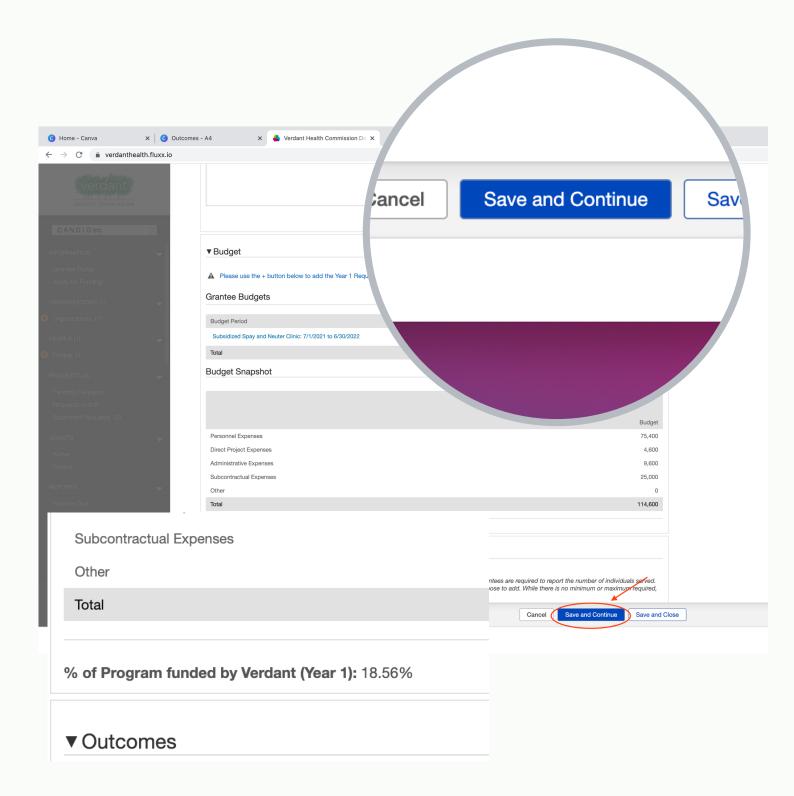
.pdf   Primary Contact....pdf

Saving:

Hit the "Save" button to input your budget into Fluxx.

When you are finished, your "Budget" section should look something like this (Please note that your itemized expenses breakdown will not be visible in the table format):

Click "Save and Continue" at the bottom of the screen to save your progress and view the "Percent Funded from Verdant".

Cancel **Save and Continue** Sav

▼ Budget

⚠ Please use the + button below to add the Year 1 Requ

Grantee Budgets

| Budget Period |
| Subsidized Spay and Neuter Clinic: 7/1/2021 to 6/30/2022 |
| Total |

Budget Snapshot

	Budget
Personnel Expenses	75,400
Direct Project Expenses	4,600
Administrative Expenses	9,600
Subcontractual Expenses	25,000
Other	0
Total	114,600

Subcontractual Expenses

Other

Total

ntees are required to report the number of individuals served.
ose to add. While there is no minimum or maximum required,

Cancel Save and Continue Save and Close

% of Program funded by Verdant (Year 1): 18.56%

▼ Outcomes

Important Reminders:

- This is for Year one only- Year two and three budgets (if applicable) will be finalized annually
- The total amount you enter in the "Verdant Request for Year One" field in Organization Summary and the sum of the budget spreadsheet in the Budget section need to be the same number
- The "Total Program Budget" includes all costs and revenues associated with the program, not just the amount requested from Verdant
- You will utilize this same budget template for your annual and bi-annual financial reporting.