

Hawaii Tourism Authority Funding Request - Project Budget Form

APPLICANT NAME: Kuahiwi Center \*EXAMPLE\*

INSTRUCTIONS

- I) Complete EXPENSES section by filling out white boxes. (Gray boxes calculate totals automatically.)
- A. Expense categories listed below are suggested, common budget items. Please adjust categories as needed.
  - B. Fill in HTA requested expenses. The total request cannot be more than 50% of the project total.
  - C. Fill in expenses covered by all other cash sources. This may include more than required matching funds.
  - D. Fill in expenses to be covered by other funds, including in-kind, volunteer hours, or future earned income.
- II) Complete INCOME section by filling out white boxes. (Gray boxes calculate automatically.)
- E. List all sources of income. The first line titled "HTA request" will automatically calculate.
  - F. Select whether funds are CASH or OTHER. Other includes in-kind, future earned income, or non-cash contributions.
  - G. Select whether the funds are SECURED or PENDING. Please submit proof of secured funds via letter or check copy.
  - H. Select whether funds should be used as a MATCH or are NON-MATCH funds.
- III) The BUDGET SUMMARY will calculate automatically, and notify you if the matching requirements are not met.
- All boxes in righthand column must read "YES" for budget to be accepted.
- IV) Complete BUDGET NARRATIVE by filling out only the white boxes on Page 2. (Gray boxes will fill in automatically.)

Hawaii Tourism Authority Funding Request - Project Budget Form

APPLICANT NAME:

Kuahiwi Center

\*EXAMPLE\*

I. EXPENSES

A. Budget Categories	TOTAL Project Budget	B. HTA Request	C. Cash	D. Other
Salaries	\$ 40,000	\$ 10,000	\$ 30,000	\$ -
Payroll Taxes & Benefits	\$ 14,000	\$ 3,500	\$ 10,500	\$ -
Equipment	\$ 10,000	\$ -	\$ -	\$ 10,000
Supplies	\$ 40,000	\$ 12,500	\$ 27,500	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Contractual	\$ 18,000	\$ -	\$ 18,000	\$ -
Outreach/Marketing	\$ 2,000	\$ -	\$ -	\$ 2,000
Volunteer Hours	\$ 5,983	\$ -	\$ -	\$ 5,983
Other (specify)	\$ -	\$ -	\$ -	\$ -
TOTALS:	\$ 129,983	\$ 26,000	\$ 86,000	\$ 17,983

II) INCOME

E. Income Sources	TOTAL Amount	F. Cash or Other?	G. Secured or Pending?	H. Match or Non-Match?
HTA Request	\$ 26,000	HTA Cash	Pending	n/a
CDBG Grant	\$ 11,000	Cash	Secured	Match
CDBG Grant	\$ 75,000	Cash	Secured	Non-Match
Donated Equipment	\$ 10,000	Other	Secured	Match
Earned Income	\$ 2,000	Other	Pending	Non-Match
Volunteer Hours	\$ 5,983	Other	Secured	Match
TOTAL:	\$ 129,983			

III) BUDGET SUMMARY

Funding by Type	Budget Request	% of project total	Does budget meet requirements?
HTA Request	\$ 26,000	20%	At least a 1 to 1 match? YES
Matching Funds	\$ 26,983		
Secured Cash Match	\$ 11,000	41%	Secured + pending cash at least 20% of match? YES
Pending Cash Match	\$ -		
Other Match	\$ 15,983		
Non-Match Funds	\$ 77,000		
Cash Non-Match	\$ 75,000		
Other Non-Match	\$ 2,000		
TOTAL:	\$ 129,983		Total income = budget? YES

## Hawaii Tourism Authority Funding Request - Project Budget Form

APPLICANT NAME: Kuahiwi Center **\*EXAMPLE\***

### BUDGET NARRATIVE

Provide detailed information on the financial expenditures realized for this project. Please add as much detail as necessary to describe each expense category. You may also choose to attach and submit a budget narrative in your own format.

General Budget Information &	
Salaries	HTA request = 25% of \$40,000 salary for project manager
Payroll Taxes & Benefits	Fringe ratio = 35% of salaries (Includes 7.65% FICA, 4.15% State Unemployment, 0.535% Temporary Disability, 4.5% Workers Compensation, medical insurance premiums averaging \$700/month.)
Equipment	Donated solar system - panels and inverter, estimated value given by donor company
Supplies	Lumber and other raw materials, small tools, food and beverages for volunteer workdays.
Travel	n/a
Contractual	Amount in estimate from contractor
Outreach/Marketing	Will invest additional earned income in graphic design for marketing materials and website improvements
Volunteer Hours	6 volunteer workdays x 10 volunteers x 4.5 hours x \$22.16 Independent Sector 2013 HI rate = \$5983
Other (specify)	
Income	CDBG grant from 10/2013 - 9/2014 for \$86,000. Earned income estimate: 8 additional visits x \$250 visit fee = \$2000