

**Preferred Budget Format of the Mott Foundation**  
*Specific Project Grant*

*This format is **not** required. It is perfectly acceptable for grantees to submit budgets that are easiest for them to develop and monitor. Grantees are expected to submit financial reports based on the original budget.*

Organization Name  
 Project Name  
 Grant Period

<u>Projected Budget</u>	<u>2001</u>	<u>2002</u>	<u>Total</u>
Salaries and fringes (List position & percentage of time devoted to this project)	\$	\$	\$
Consultants			
Travel			
Conference and meetings (with detail for rental space, lodging, meals, etc.)			
Telephone and fax			
Printing			
Postage and delivery			
Office supplies			
Other direct costs			
Indirect costs			
Total costs	\$ _____	\$ _____	\$ _____

Note: The presentation of indirect costs in this format is preferred by the Mott Foundation (In this example, indirect costs would be aggregated whereby costs such as rent, utilities, equipment, maintenance, etc. are computed as a percentage of total direct costs. This percentage would then be charged to the organization's various projects.)

<u>Projected Sources of Funding</u>	<u>2001</u>	<u>2002</u>	<u>Total</u>
Mott Foundation	\$	\$	\$
XX Foundation			
YY Foundation			
To Be Raised			
Total costs	\$ _____	\$ _____	\$ _____