

United Way of Central Illinois

Grant Application Budget Definitions

Code	Line Item	Proposed Definitions
4000	Contributions	Donations, one-time or annual, used to support this program from external sources. This may include grants from local and/or national foundations. These are NOT In-Kind Contributions.
4010	Internal Foundations and Trusts	Money granted through foundations and/or trusts that are owned by the Organization itself.
4200	Special Events	Special event money raised specifically for this program or a portion of money used from Special event fundraisers for this program
4300	Legacies and Bequests	Money from planned giving efforts specifically for this purpose or a portion of money used from a planned giving effort to support this program.
4600	Contributed by Associated Organizations	Potentially used if working in a collaborative and partners are contributing something toward this program.
4700	Income from Federated Fund-Raising Organizations	Money provided through third party processors such as Community Shares, etc. (Only provide the portion being used for the applying program.)
4701	Allocated by United Way of Central Illinois	Grants given through the Commnity Investment Process/Community Fund.
4702	Donor Designated Funds by United Way of Central Illinois	Income from designataions from the United Way Annual Campaign, SECA, etc. used to support this program.
4721	All Revenue from Other United Ways	Any money from other UW's that support this program (Rare that UW money from other communities would be supporting a request to us, but may happen if a program serves more than Sangamon and Menard Counties and the budget is not being split out.)
4800	Income from Unassociated & Non-Federated Organizations	If your organization/program perhaps is the annual recipient of a corporate gift and/or receives money from foundations of any size.
5000	Fees from Government Agencies	Fees paid to the organization by the government for this program's purposes
5500	Grants from Government Agencies	Grants from the Government for this specific program or a portion used from government grants for this specific program.
6000	Revenue from Membership Dues/Fees	Income from members of the organization/program/clients used to support this program.
6200	Program Service Fees & Incidental Revenue (Net)	Income from admissions costs to participate in this specific program or a portion of fees used to support this specific program.
6300	Sales of Materials & Service Fees & Incidental Revenue (Net)	Income through the sale of items that come from this program. (Rare)
6400	Sales to Public - Net	Income from the sale of goods that come from this program. (Rare)
6500	Investment Income	Income from an organization's investment account used to support this program.
6900	Miscellaneous Income	Should be 0, but money that does not fit in one of the above categories. Programs must explain this item within the budget narrative section.
Total Income	Total Income	Once saved, this line will add up the rows above for income.
7000	Salaries-Program Staff	The cost of program staff salaries used to support this program, may include portions of CEO, etc. if directly involved in programming.
7001	Salaries-Administrative	The portion of costs shared by this program for supervision, fiscal, legal, and fundraising purposes.
7100	Employee Benefits	Benefits paid for program/admin staff.
7200	Payroll Taxes	Taxes paid for program/admin staff.
8000	Professional Fees	The portion of costs associated to this program from auditors, etc.
8100	Supplies	Used to convey the price of supplies and goods needed to administer the activites of this program (includes paper, etc.)
8200	Telephone	The portion of telephone used to support this program.
8300	Postage and Shipping	Costs for mailing information related to the program. Thank you notes, participant reminders/newsletters, etc.
8400	Occupancy (Building and Grounds)	The cost for the portion of building/grounds used for the program.
8500	Equipment Expenses	Unlike supplies, this is for expenses related to computers and/or large items that are fixed to the program.
8600	Printing and Publications	This is the cost allotted for printing letters, newsletters, etc.
8700	Travel	The anticipated costs of transporting staff and clients to and from program specific appointments.
8800	Conferences, Conventions, & Meetings	Costs of conferences program staff may attend to further develop the program.
8813	Training Expenses	The costs needed to maintain credentials and expertise of training staff, volunteers, etc.
8900	Specific Assistance to Individuals	Bus tokens, food vouchers, scholarships, etc. This line item is for extra supports clients need to further develop within the program.
9000	Membership Dues	If the program is a member of a program for accreditation, etc. Organization may also choose to show cost share of Forefront costs.
9002	Payments to National Organizations	If the program is a member of a program for accreditation, etc.
9100	Awards and Grants	Payment to other partners, organizations, etc. for services in collaboration with this program.
9400	Miscellaneous Expenses	Should be 0, but money that does not fit in one of the above categories. Programs must explain this item within the budget narrative section.
9800	Insurance Premiums	Cost share of program insurance to protect the organization and its clients from harm.
Total Expenses	Total Expense	Once saved, this line will add up the rows above for Expenses.
Revenues Over/Under Expenditures	Total Surplus/Deficit	Once save, this line will subtract the expense from the Income. The remainder (if there is one), will appear in the line. Programs then must explain this item within the budget narrative section.