



2018 Budget Form Instructions and Definitions

Below are explanations for budget fields that are commonly misunderstood or filled out incorrectly:

1. Total Program Budget (B4): The total amount needed to conduct the *project or program* proposed in the grant application. This is NOT your organizational budget or the amount you are requesting, unless the Medica Foundation is funding 100% of the work.
2. Income of Undetermined Source (calculated)(D15): This field highlights how much of the program budget has not been secured. It is the difference between the total program budget (B4) and the Program Budget Income (D9 through D14).
 - a. Provide additional details on the specific sources of secured funding for B10 and B11 on the table on the second page on lines 58-63 (list other potential funders section).
 - b. Provide additional details on the specific sources of pending funding for C10 and C11 on the table on the second page on lines 58-63 (list other potential funders section).
3. Explain your plan for obtaining "Income of Undetermined Source" (Lines 66 and 67): If your project or program has a shortfall in funding, please explain your plan for securing the remaining needed funds. For example, will your organization draw on savings or will you be fundraising?