



## **2019 Budget Form Instructions and Definitions**

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

1. Total Program Budget (C4): 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. The Total Program Budget (C4) and Medica Foundation Proposed Grant Amount (D9) are important to fill out as many of the calculations for the budget utilize these numbers.
3. Funding Gap (calculated)(E15): This field highlights how much of the program budget has not been secured. It is the difference between the Total Program Budget (C4) and the Program Budget Income (E9 through E14).
4. Provide additional details on the specific sources of secured funding for C10 and C11 on the table on the second page on lines 49-58 (list other potential funders section).
5. There is a new tab on the budget spreadsheet to be used for grant reporting on approved grants. Some numbers carry over from the application budget to help expedite the process.