



NEW HAMPSHIRE
CHARITABLE FOUNDATION

Writing a good budget for the Christa McAuliffe Sabbatical

A good budget is all about saying everything you need to say in the most concise manner.

It is not necessary to go into minute detail about how many paper clips and pencils you will be purchasing and at what price each. "Office supplies: \$250.00" will do.

Please use the federal reimbursement rate when estimating mileage costs.

Do not include your salary and FICA in the project budget. DO include it in the line on the cover sheet.

New Hampshire Charitable Foundation staff suggests allowing \$200 for telephone calls for your project. If you have reason to believe it will be significantly different from this figure, then explain, but \$200 has been sufficient for most projects.

Do not be concerned with down-to-the-penny amounts. If you go over budget in telephone calls and under budget on mileage, they will be evened out.

If you are expecting other income sources for your project, please include them. Examples would be an in-kind donation of paper, or a small grant from the local Rotary Club. This will not affect how the committee views your proposal; in fact other supporting resources are often viewed as a strength.

Short descriptions of line items are helpful, but not necessary.