

# The Clowes Fund Financial Form

## I. Financial Form Instructions

The information requested on this Financial Form provides The Clowes Fund reviewers with a snapshot of your organization's financial status. The required fields have built-in formulas; however, please ensure that grand totals and percentages are accurate after you enter your financial data. The Form has two sections: Current Annual Operating Budget and Project Budget.

For the Current Annual Operating Budget, please provide projected organizational income and expenses that pertain to the budget for the year most relevant to the proposed grant period. Under the Current Annual Operating Budget the Expenses column has four main categories: Administration, Fundraising, Program and Professional Fees. Please provide the total for each of these line items followed by a sub-total for Personnel and Non-personnel. A built-in formula will tally the total expenses in the four main categories.

The Project Budget section should be completed for all requests other than operating and some capital projects (refer to Special Circumstances below).

## II. Definitions and Examples for Income and Expenses Categories

In general, the form and categories should be taken at face value. If you can not allocate income or expenses to one of the main categories listed, please list the item under "Other" and describe. In order to better define the information required, it may be helpful to understand that most of the fields correspond to categories that you will need to report on IRS Form 990, Part VIII and Part IX. Refer to your 990 only to understand the categories; keep in mind that the 990 reports what is past, but this Form requires current budget projections.

<u>Category</u>	<u>Example</u>
Contributions	Financial and in-kind donations, does not include volunteer hours.
Personnel	Salaries, benefits, pensions and payroll taxes.
Non-personnel	Supplies, equipment, duplicating and postage.
Administration	General operations such as rent, utilities and furnishings.
Fundraising	Donor development, solicitation and annual appeals.
Program	Expenses related to providing services relevant to mission.

## III. Special Circumstances

- Educational institutions and some performing arts organizations may not be able to translate financial data onto the Financial Form. Some capital projects will not be able to use the Project Budget section. Please contact the staff to make alternate arrangements for financial review.
- If you are requesting operating support, you do not need to fill out the Project Budget section.

## IV. Optional Questions - Responses to these questions are not required; however, we would welcome this information.

1. Does your organization have an endowment? (Check one)  Yes  No

2. If so, what was the market value of assets for the endowment as of 12-31-09? \_\_\_\_\_

3. How is your endowment administered? (Check one)  In-house  Outside

(Outside refers to endowed assets designated for your organization and owned by a separate legal entity such as a community or other foundation.)

4. Estimated total hours and value contributed by volunteers during your last fiscal year? \_\_\_\_\_ hours

(The estimated dollar value of volunteer time as calculated by INDEPENDENT SECTOR at \$20.25 per hour for 2008.) \$ \_\_\_\_\_

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**Be sure to read the instructions worksheet before you begin!**

## Current Annual Operating Budget

<i>In the table below, estimate the dollar amount and percentage of <u>projected organizational income</u> for the following income sources.</i>			<i>In the table below, estimate the dollar amount and percentage of the <u>organizational budget</u> for each of the following expenses.</i>		
Income	Dollar Amount	Percentage	Expenses	Dollar Amount	Percentage
Federated Campaigns (e.g. United Way)			Administration (Total)		
Membership and Program Service Revenue			Personnel		
Fundraising Events			Non-personnel		
Government Grants			Fundraising (Total)		
Contributions - Foundations and Corporations			Personnel		
Contributions - Board Members			Non-personnel		
Contributions - Other Individuals			Program (Total)		
Investments & Interest Income			Personnel		
Other			Non-personnel		
			Professional Fees (Total)		
			Other		
<b>Total Projected Annual Income</b>			<b>Total Annual Budgeted Expenses</b>		

## Project Budget

<i>In the table below, list the dollar amount of your <u>program/project budget</u> for each of the following income sources, including in-kind donations.</i>				<i>In the table below, list the dollar amount of your <u>program/project budget</u> for each of the following expense categories.</i>		
Income	Committed to-date	Projected	Total	Expenses	Total Expenses	Request to The Clowes Fund
Federated Campaigns (e.g. United Way)				Employee – Compensation & Benefits		
Membership and Program Service Revenue				Fees for services (non-employees)		
Fundraising Events				Conferences, Conventions & Meetings		
Government Grants				Supplies & Equipment Purchase and/or Rental		
Contributions - Foundations and Corporations				Office Expenses (including occupancy)		
Contributions - Board Members				Advertising & Promotion		
Contributions - Other Individuals				Travel		
Investments & Interest Income				Evaluation		
Other				Other		
<b>TOTAL</b>				<b>TOTAL</b>		