



## Narrative

Please be sure that the following four (5) questions are addressed. There is no maximum or minimum. Please be as succinct as possible. Complete application includes Cover Sheet, Narrative, **and** Budget with Narrative.

Emergency requests will receive the fastest attention if sent by e-mail to [peoples@lava.net](mailto:peoples@lava.net).

- a) What is the nature of this emergency? Why were you unable to apply during the last regular grantmaking cycle? The next regular grantmaking cycle?
- b) Describe the organization and/or the specific project for which funds are being requested.
- c) Who is primarily responsible for the project and its implementation. Describe his/her/their qualifications.
- d) If other groups are involved in the project, list them and describe the collaborative or coalition building efforts.
- e) In what ways, specifically, does the project address social change? How does this work help to forge a stronger movement for justice?

## Project Budget

The budget is another means of describing the project and reflecting its goals. To prepare a budget, the group must determine what it wants to achieve and then realistically estimate all the costs involved, leaving some margin for the unexpected. Likewise, all the income should be estimated as carefully as possible.

You must also submit a Budget Narrative. The Budget Narrative clarifies your figures.

*For example:*

- Personnel \$1,000—part-time coordinator at \$500/month for 2 months
- Meetings \$400—room costs \$200 to rent for one full day plus \$50 for food; some food will be donated
- Printing \$400—we will prepare packets for each of the estimated 100 conference participants at \$3 each; print 1,000 advance flyers to announce the conference at \$.09 each.

Be sure to state your full organizational budget total on the cover page.

Realistic financial estimates will inspire confidence. This suggests you have prepared carefully. Those reviewing the proposal will study your budget.

949 Kapiolani Blvd. #100  
Honolulu, HI 96814  
845-4800 • [peoples@lava.net](mailto:peoples@lava.net)  
[www.hawaiipeoplefund.org](http://www.hawaiipeoplefund.org)  
[www.changenotcharity.org](http://www.changenotcharity.org)

# HAWAI'I PEOPLE'S FUND

\_\_\_\_\_ **ORGANIZATIONAL BUDGET**

\_\_\_\_\_ **PROJECT BUDGET**

Submit *BOTH* if applicable.

If you already prepare a budget that is similar to this format, please feel free to use it.

Fiscal Year Begins (month/date): \_\_\_\_\_

Name of the organization: _____				
<b>INCOME</b>	<b>Anticipated</b>	<b>Committed</b>	<b>Total</b>	<b>Tips for Budget Narrative</b>
Government Grants	\$	\$	\$	Specify sources, if applied
Foundations*				for, proposal in progress,
Corporations*				or committed
Religious Institutions*				
United Way/other campaigns				
Individual Contributions				How will these be solicited?
Fundraising Events/Products*				Describe what, if tested.
Membership Income				Describe if applicable
In-kind support				Donated goods or services
Other*				Be as specific as possible
<b>TOTAL Organizational Income</b>			<b>\$</b>	
<b>EXPENSES</b>				
			<b>Total</b>	
Salaries and Wages			\$	List names, titles, salaries
				Full- or part-time
Fringe Benefits & Payroll Taxes				
Contract Services/Professional Fees*				Describe roles, who, costs
Insurance				Describe
Taxes				As applicable
Rent & Utilities				
Equipment				Be as specific as possible
Supplies				Be as specific as possible
Staff/Board Development				Be as specific as possible
Travel/Related Expenses				Be as specific as possible
Printing & Copying				What? How much? How used?
Telephone/Fax/Internet Service				
Postage & Delivery				
Other*				Be as specific as possible
<b>TOTAL Organizational Expenses</b>			<b>\$</b>	
<b>NET INCOME</b> (Income Less Expense)			<b>\$</b>	