

Outer Banks Community Foundation

Examples of Grant Requests Including Staff Wages

Example 1: Requesting a Grant for a Special, Discrete Project with Material Costs and Staff Wages

You are the fundraiser for Zombie Apocalypse Preparation (ZAP), which is a nonprofit that educates and prepares the Outer Banks for a zombie apocalypse. You have discovered that 2,000 households in the Outer Banks are at high-risk for zombies. You would like to provide zombie kits to those high-risk families. You need a grant to pay for the kits and for two of your staff members to implement the project.

The supplies will cost \$5,000, and the project will require 100 hours of staff time. You have budgeted 50 hours for your ZAP Coordinator to assemble the kits and distribute the supplies, and 50 hours for your ZAP Educator to hold informative clinics throughout the community. Your ZAP Coordinator is part-time and paid \$17.00 per hour. Your ZAP Educator works full-time and year-round, with an annual salary of \$40,000, which equates to \$19.23 per hour (\$40,000 per year divided by 52 weeks per year, divided by 40 hours per week). You know that Community Enrichment Grants cannot cover staff benefits or overhead, but can cover Social Security and Medicare taxes, which together add 7.65% to each staff person's hourly rate. At 50 hours each, that's \$915 for the ZAP Coordinator and \$1,035 for the ZAP Educator.

That brings your total project cost to \$6,950. You believe you can get businesses to donate \$1,000 in supplies, and you have another donor who has pledged \$2,000 for supplies, so your request to the Community Foundation is \$3,950. You show \$3,000 as your matching funds.

Example 2: Requesting a Grant for a New Staff Person with Many Roles

You are a board member of the Save the Ewoks Foundation. Your organization works to rehabilitate Ewoks that have fallen off speeders or tripped on logs. Your work is expanding, and your organization needs to hire its first executive director. You have recruited an experienced Ewok rehabilitator who can also raise money, work with a board, balance a budget, and publicize your organization.

After careful planning, you decide that your future executive director will spend 20% of her time on fundraising, 10% of her time on management, and the remaining 70% of her time on program work (Ewok rehabilitation). Her starting salary is \$50,000. You also need \$2,500 for medical supplies and a computer.

You decide to request \$40,177.50 from the Community Foundation. This includes the \$2,500 for the medical supplies and computer, and \$37,677.50 for the program portion of one year's worth of the director's salary (70% of \$50,000, plus 7.65% for Social Security and Medicare taxes). Your new director is confident that she can raise her remaining salary, plus the cost of her health insurance benefit, from members of the Jedi Council, so you show those dollars (health insurance plus the remaining 30% of her salary) as your matching funds.