



GRANTWISE SOLUTIONS: GRANT WRITING 101 TOOLKIT

Sample Detailed Budget Breakdown with Volunteer Hours

SUMMARY

The *Grant Writing 101 Toolkit* is your essential resource for crafting professional, compelling grant proposals with ease. Designed for both beginners and experienced writers, this comprehensive toolkit simplifies the often-complex grant writing process and helps increase your chances of success.

Key features include:

Customizable Templates for proposals, budgets, and supporting documents.

Practical Examples to guide you through each section of a winning proposal.

Step-by-Step Checklists to ensure no detail is overlooked before submission.

FAQs addressing common questions and challenges in grant writing.

Whether you're applying for funding as a nonprofit, small business, or individual, the toolkit provides clear guidance and proven strategies to help you secure the support you need. Simplify your grant-writing journey and achieve your goals with confidence!

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Project Title: Read to Succeed – A Community Literacy Program

Applicant Organization: Bright Futures Community Center

Grant Requested: \$50,000

Read to Succeed Project Detailed Budget Breakdown

Category	Description	Quantity	Unit Cost	Total Cost
Personnel				
Certified Reading Specialists	2 specialists, 6 months, 20 hrs./week	960 hours (total)	\$30/hour	\$28,800
Volunteer Tutors (Training Stipends)	4 volunteers, one-time stipend	4 stipends	\$300/stipend	\$1,200
Subtotal				\$30,000
Materials				
Literacy Kits	Books, worksheets, and activity guides	200 kits	\$40/kit	\$8,000
Instructional Supplies	Whiteboards, markers, flashcards	Bulk rate	\$2,000	\$2,000
Subtotal				\$10,000
Facilities				
Venue Rental (Community Center)	Classroom space for tutoring/workshops	6 months	\$833.33/month	\$5,000
Subtotal				\$5,000
Program Marketing				
Printing Costs	Flyers and outreach materials	500 copies	\$2/copy	\$1,000
Social Media Promotion	Targeted online ads	Lump cost	\$1,500	\$1,500
Subtotal				\$2,500
Evaluation				
Surveys	Printing and distributing post-program surveys	200 surveys	\$3/survey	\$600
Data Analysis Tools	Software and resources for assessment	Lump cost	\$1,900	\$1,900
Subtotal				\$2,500
Total Budget				\$50,000

In-Kind Contributions

Category	Description	Quantity	Unit Value	Total Value
Volunteer Hours	4 volunteers contributing 5 hrs./week over 6 months	480 hours (total)	\$25/hour (market value)	\$12,000
Total In-Kind Contribution				\$12,000

Notes and Justifications

1. Personnel

- The program requires 2 certified reading specialists for direct tutoring and oversight, paid at a competitive hourly rate of \$30. Volunteers, while unpaid, are integral to program success and will receive training stipends as recognition.

2. Volunteer Hours

- Volunteer tutors will contribute an estimated total of 480 hours during the program's duration, valued at \$25/hour based on market standards for comparable roles. This significant in-kind contribution demonstrates community support and program sustainability.

3. Materials

- Literacy kits include age-appropriate reading materials and learning tools to ensure engaging and effective tutorials. Supplemental supplies like markers and whiteboards support program activities.

4. Facilities

- Bright Futures Community Center provides a convenient and accessible venue for tutoring sessions and parent workshops, with rental costs covering classroom use for six months.

5. Program Marketing

- Increased community awareness through physical flyers and targeted social media campaigns will help maximize program participation, particularly among underserved families.

6. Evaluation

- Surveys and robust tools for data collection and analysis ensure program effectiveness is accurately measured and reported to funders.

By combining requested grant funds with in-kind volunteer contributions, the total program resources amount to \$62,000, reinforcing its impact and value. The inclusion of volunteer hours highlights the program's community-driven effort and further strengthens the proposal's appeal to funders.