

Jack and Jill of America Foundation Grant Proposal Budget Template
Itemized Project Budget

Chapter Name: _____

Date: September 21, 2026

Agency Name: Healthy Start (Fake) Nonprofit

Foundation request total: \$10,000

Under COSTS, list specific project components and the cost of each.

Under SOURCES of FUNDING, list the sources of funding for each component and indicate whether those funds are pending, committed, or secured; and whether they are cash or in-kind. Show how project revenues are allocated to costs.

COSTS (Expenses)				SOURCES OF FUNDING (Revenue)			
Item List each project component	UNIT COST	# UNITS	Item cost (quote or estimate)	Foundation request	Other funding	Other sources of funding - Name and list each source of revenue for each item.	Indicate whether revenue is pending, committed, or secured; whether cash or in-kind.
Snacks/Meals for 100 youth for 30 weeks during after-school session	\$300	30	\$9,000	\$5,000	\$4,000	XYZ Nonprofit	Committed, in-kind
Contractor Payment for Counseling Services	\$1,000	1	\$1,000	\$1,000			
Afterschool transportation for students when buses aren't available	\$25	200	\$5,000	\$2,500	\$2,500	ABC Corporation	Secured, in-kind
Trainings Supplies - Fidget toys, therapeutic supports	\$300	5	\$1,500	\$1,500			
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TOTALS			\$16,500	\$10,000	\$6,500		

This completed Jack and Jill Foundation Budget Template is for a test Heart and Mind Health and Wellness (Agency) Grant Application.

How to Complete the Jack and Jill Foundation Budget Template

Use the completed sample above as a guide when preparing your project budget.

General Information: Chapter Grant applicants should enter the Chapter name; Independent Grant applicants should enter the organization name. Enter the current date and the total amount requested from the Foundation. The Foundation Request may not exceed the maximum award for your grant category.

Project Expenses: List each project expense separately and enter the unit cost and number of units. The template will automatically calculate the total cost for each item.

Foundation Request: For each expense, enter the portion you are requesting the Jack and Jill Foundation to fund. The total of this column must equal the Foundation Request entered at the top of the template.

Other Funding: Enter the **dollar amount of funding from sources other than the Jack and Jill of America Foundation** that will be used toward each expense item.

Other Sources of Funding: Identify the **source(s) of the Other Funding listed for each expense item**. Include each funding source and its status, as applicable (for example: pending, committed, secured, cash, or in-kind).

Before Uploading: Confirm that your **Foundation Request + Other Sources of Funding = Total Project Costs** and that all required fields are complete