



Pathways for Tomorrow Initiative

Phase 1

Guide to Budget Preparation

Letters requesting a **Phase 1** assessment and planning grant should include a brief one-page line item budget and a budget narrative that describes how specific budget lines will be used.

Line item budget: The line item budget should list all the appropriate accounts where money will be spent (e.g., personnel, consultants, etc.) and the anticipated costs of the project in each of these accounts.

A sample budget can be found below. The line items outlined in the sample indicate items commonly found in budgets for planning grants, but your items may be different. Likewise, the sample budget does not indicate recommended amounts for particular line items. Your budget's line items should pertain to the planning activities described in your letter and should be developed in accordance with your theological school's chart of accounts.

Indirect costs can be included in the budget and should be calculated at up to 10% of the direct costs. For example, a request for \$50,000 could include a maximum of \$4,545 in indirect costs (which would be 10% of the \$45,455 of direct costs)

Please format the budget for the 2021 **calendar year**, even though your own fiscal or academic year may be different. In addition, please use whole dollar amounts in creating the budget.

Eligible theological schools in Canada should please use whole U.S. dollar amounts in creating the budget.

Budget narrative: A budget narrative should accompany the proposal and include a brief written explanation of how you calculated the costs on each line item in your budget.

Endowment staff can promptly assist you with questions you may have about the preparation of the budget and budget narrative. Please direct questions to pathways@lei.org.

Pathways for Tomorrow Initiative Budget Sample

LEGAL NAME OF THEOLOGICAL SCHOOL Pathways for Tomorrow Initiative Planning Grant Budget 2021

Indicate calendar year (do not use academic or fiscal year)

EXAMPLE EXPENSES: (Your categories may differ)	AMOUNT
Personnel	
Director (part time)	\$15,000
Administrative Assistant (part time)	\$6,000
Total	\$21,000
Administrative Costs	
Office Supplies and Postage	\$6,000
Printing	\$500
Total	\$6,500
Consultant/Coaching	
Strategic Partner Consulting	\$7,500
Faculty Gatherings	\$1,650
Total	\$9,150
Survey/Study	
Development of Instrument	\$5,000
Administration of Instrument	\$3,000
Total	\$8,000
Subtotal Direct Costs	\$44,650
Indirect Costs (up to 10% of Direct Costs)	\$4,465
TOTAL EXPENSES (up to \$50,000)	\$49,115

NOTE: These budget categories and line items are used for illustrative purposes only. They do not include all the types of items the Endowment may fund. If your project involves other expenses you would like the Endowment to consider, please include those items in the budget. Please do not include line items from this budget sample if they do not apply. Use budget categories that are based on your theological school's chart of accounts.