

Program Expansion Expense Budget—Staff

This sample budget includes line items that are typical of capacity building expansion projects the Trust considers. Your project budget should include all the line items that are necessary and appropriate to ensure it is successfully completed.

MILA ART CENTER— MAJOR GIFTS OFFICER

| | Year 1 | | Year 2 | | Year 3 | | 3-Year Total | |
|---------------------|-----------|-----------------|-----------|----------------|-----------|----------------|--------------|-----------|
| | Budget | Trust (100%) | Budget | Trust (67%) | Budget | Trust (33%) | Budget | Trust |
| Personnel | | | | | | | | |
| Major Gifts Officer | | | | | | | | |
| <i>Salary</i> | \$85,000 | \$85,000 | \$87,550 | \$58,659 | \$90,177 | \$29,758 | \$262,727 | \$173,417 |
| <i>Benefits</i> | \$25,000 | \$25,000 | \$25,750 | \$17,253 | \$26,523 | \$8,753 | \$77,273 | \$51,006 |
| Total | \$110,000 | \$110,000 | \$113,300 | \$75,912 | \$116,700 | \$38,511 | \$340,000 | \$224,423 |
| Office Costs | | | | | | | | |
| Website/Database | \$4,000 | \$4,000 | | | | | \$4,000 | \$4,000 |
| Computer & Software | \$1,300 | \$1,300 | | | | | \$1,300 | \$1,300 |
| Travel | | | | | | | | |
| Travel | \$7,000 | \$7,000 | \$7,000 | \$4,690 | \$7,000 | \$2,310 | \$21,000 | \$14,000 |
| Entertainment | \$3,000 | \$3,000 | \$3,000 | \$2,010 | \$3,000 | \$990 | \$9,000 | \$6,000 |
| Totals | \$125,300 | \$125,300 | \$123,300 | \$82,612 | \$126,700 | \$41,811 | \$375,300 | \$249,723 |



BUDGET NARRATIVE (PART TWO)

Compensation: salary is based upon a local Seattle survey of similar positions (calculated at cost of living for Seattle - \$85,000/year. COLA at 3% in years 2 and 3.); benefits include health insurance, retirement plan contribution, and employment taxes.

Computer is a MacBook Pro laptop based upon online sales price with service contract. Additional software includes MS Office and additional products as needed.

Travel/entertainment supports the Major Gifts Officer's work with donors mostly in the area, but it also supports travel outside of the area for national contacts and development work.

Requested amount declines over three years: 100 percent in Year 1, 67 percent in Year 2, and 33 percent in Year 3.