

Revenue and Expense Projections Guidelines

The revenue and expense projections is the financial forecast for your organization, including the impact of this project. Your revenue and expense projections should include revenue and expenses for the **entire organization*** for the most recently completed fiscal year, the current fiscal year, and the next four fiscal years. One aspect of our financial analysis is understanding the impact of the proposed project on the organization. Demonstrate how the project will be sustained in your organization beyond the grant period, including increased expenses and funding sources.

- Revenue and expense projections are required for all strategic projects except equipment and technology.
- *For national organizations, please use information for the entity impacted by this request.
- **Please use the provided template.**
- The blue cells are for data entry, and you are welcome to add/remove rows as needed.
- Please use no less than 10-point font.
- Please keep this on one page.
- In the first row, replace Organization Name with the name of your organization.
- For the Year Ending row, please provide your fiscal year end date in MM/DD/YYYY format.
- **Capital Projects:** For capital projects, please do not include capital campaign funding revenues or capital project expenditures. The revenue and expense projections should reflect the operating budget only. However, if debt is incurred for project completion, please reflect the debt repayment in the expense projections.
- **Staff/Program Projects:** The revenue and expense projections should reflect the financial impact of adding new staff, both costs and the revenues to sustain them. Please include a row for a possible Trust grant in your revenue projections, reflecting the preferred Trust funding of 100/67/33 percent over the three-year grant period. The numbers in this row should align with the project budget in Grant Years 1, 2, and 3. Year 4 should demonstrate how the position will be sustained in the year after a Trust grant is completed.
- Before uploading your revenue and expense projections, please verify that the formulas in the Total and Net Impact rows are correct. Sometimes formulas need to be adjusted after adding/removing rows.
- Please ensure that the revenue and expense totals for the Most Recently Completed Fiscal Year align with your year-end financial statements or 990s (if already complete).
- **Please upload your revenue and expense projections in Excel (.xlsx) format.**