



## Building a Project Budget

Below are some items for consideration in each category to get you thinking about the funds necessary to execute your proposed idea. Your bureau's financial staff are great resources to help determine what to include when creating your project's budget.

**Personnel Services:** These are costs related to any temporary or part-time additional staff needed to work on the project. Please note that Innovation dollars are not intended to replace or supplant budgeted costs of existing employees (see back\*).

Items for consideration to include and cost out:

- Is there capacity and subject matter knowledge among current staff to implement this project? If yes, then no dollars are needed.
- Will you need a temporary or part-time staff person to help successfully implement the project? If yes, then what's an estimated hourly wage and benefits for the work and how many hours are they needed?

**External and Internal Materials and Services:** These are any goods or services that would be purchased to successfully implement the project. "External" indicates purchasing from an outside vendor. Please work with the Procurement division for your purchasing needs and to help with a purchasing timeframe. "Internal" indicates purchasing goods or services from a City division such as CityFleet, Printing and Distribution, Facilities, or Bureau of Technology Services. When estimating a purchase, whether internal or external, it is always a good idea to work with someone from that organization to get a good cost estimate.

Items for consideration to include and cost out:

- Am I buying any services (professional expertise, quality assurance, construction, etc.)?
- Will staff need training in order to implement the project? Will there be travel costs associated with the training?
- What supplies will I need to execute this project?
- Do I need equipment to implement the project?
- Do I need software to implement the project?
- Will there be labor charges associated with installing/constructing any of the equipment or software purchased?
- Will I be providing printed materials on the project?
- Do I need any subscriptions or licenses?

**Ongoing Operational and Maintenance:** These are any funds needed after the project is implemented for the continued success of the project. After your project is implemented, your Bureau would have to cover these costs in its budget because the Innovation Fund only supports one-time project costs.

Items for consideration to include and cost out:

- If you purchased a subscription or licenses, will you need to renew it in future years?
- Will the part-time or temporary staff needed to implement it be needed to maintain the idea?
- What happens in the future if something breaks? Will there be maintenance required after implementation?
- Where will these funds come from once Innovation funds are gone?

**Other:** These are costs you know of but don't know what category they go in, or any costs that your bureau will pick up outside of Innovation Grant funds.

**Lastly,** but not any less important than how you will spend the Innovation funds, this is the opportunity for you to highlight the financial benefit to the City by implementing your idea or how your idea will create new revenue for the City.

**<Examples on Back>**

## Examples

### **Micro Grant Example (\$1 – \$20,000)**

To implement this sample proposal, the bureau will hire a Community Service Aide II for \$20/hour for 100 hours, buy equipment that costs \$1,300 each, send two people to training that costs \$600 each, and purchase packets to distribute to 350 participants at \$3 each.

Part-time staff (\$20/hour x 100 hours)	\$2,000*
Equipment (2 x \$1,300)	\$2,600
Training (2 x \$600)	\$1,200
<u>Packets for Participants (350 x \$3)</u>	<u>\$1,050</u>
<b>Total Requested Funds</b>	<b>\$6,850</b>

### **Major Grant Example (\$20,001 – \$150,000)**

Description	FY 2015-16 Innovation Fund Budget	FY 2015-16 Total Budget	Ongoing Total Budget	Notes
Personnel Services	\$10,000*	\$10,000	\$0	One CSA at \$15/hour for 800 hours. Ongoing work will be managed by current full-time FTE.
External Materials and Services	\$5,000	\$5,000	\$0	Initial contract with ABC Company to facilitate project. (Cost based on similar solicitations Procurement has issued).
Internal Materials and Services	\$15,000	\$15,000	\$5,000	Technology costs for software project through BTS interagency. Worked with BTS analyst on the start-up and ongoing interagency costs.
Ongoing Operational	\$0	\$0	\$0	
Ongoing Maintenance	\$0	\$0	\$0	
Other	\$0	\$0	\$0	
<b>Total Requested Funds</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$5,000</b>	

\* Innovation funds are intended to finance new work, not to replace or supplant current salaries. However, Innovation dollars may be used to hire additional expertise or staff, for example, consultants or contract employees specific to the project. Funds may not replace existing staff budgets.