

Worksheet for MEF Grant Application Budget

This form is for you to use as a **worksheet** only. The budget information is required within the separate application form. Use this sheet to help you research the information required.

Calculate Expenses:

Include all projected expenses such as advertising, printing, mailing, food costs, rental costs, cost of services or goods, equipment, etc. Please note: Applications for funds to be used for construction of buildings or upgrades to existing buildings will not be considered.

\$ Amount	Description
\$ _____	1. _____
_____	2. _____
_____	3. _____
_____	4. _____
_____	5. _____
_____	6. _____
_____	7. _____
_____	8. _____
_____	9. _____
_____	10. _____
_____	11. <u>TOTAL Lines 1 through 10. These are your expenses</u>

Calculate Assets/Income:

- _____ 12. Funds available from sponsors, congregation, or projected separate fund raisers:
- _____ 13. Amount in the congregation or institution's budget for this ministry
- _____ 14. Income from ticket sales or other sources, other fund raisers, etc.
- _____ 15. Income from grants other than Mission Endowment
- _____ 16. Other income to support this ministry
- _____ 17. **Add lines 12 through 16. This is the total of other funds for this ministry.**
- _____ 18. **Subtract line 11 from line 17. This is the remaining amount of your expenses not covered before the Grant. This will be the amount you are requesting in your application. It must match LINE 1 in Section 3.**