Women’s shelter Budget instructions

you will develop a complete budget section that includes your completed budget sheet as well as the rationale. Based on the decisions you’ve made in discussion this week, and using the worksheets and guidelines in the textbook chapter, develop a complete budget section for your proposal. The length of each budget and its rationale will vary because of the variety of topics, but you will be evaluated on the decisions you make and whether or not they coincide with the advice from the text and from requirements in your RFP, as well as the budget section’s completeness.

Any tables should be completed in a professional manner using Word’s table feature.

This is my discussion for a better understanding where we are coming from:

* Will your budget be itemized or nonitemized? Why? (refer to specific passages in the reading to support your answer)

I see a real need for our budget to be itemized. Be that it will be non-profit I feel it is important to show exactly as best as we can where the money is going one for ethics, and two for assurance we have a real need in particular  areas of asking for funds. This will also save the organization reviewing our cost time, and questions such as what for and why question (Johnson-Sheehan, R. pg, 142, (2008). This will make it simple to answer if they have further questions.

* Will your budget be fixed or flexible? Explain.

I think certain parts of the budget can be fixed such as rent or mortgage, we can also get on a utilities budget plan, but the majority of the budget will have to be flexible due to economic climate changes in areas such as food, gas, insurances, and needs that arise like cleaning supplies, linens, personal care items. Also an appliance or our transportation may need fixed unexpectedly; therefore we need to remain frugal but flexible (pg. 143).

* What kind of labor costs will your budget include? If none, explain how this can be so.

As a non-profit there will be direct labor for those who are running the home examples are the director, PR, social worker and house mother (pg. 148), and indirect for those working in the office answering phones participating on intake of women, preparing receipts from offerings and donations and other clerical duties (pg.149). We are fortunate to have many who are willing to volunteer their time which of course saves money; however even volunteering has a turnover rate to consider.

* What about facilities and equipment?

We will have facilities and equipment expenses that will be fixed. These would include yard equipment such as lawnmower, garden tools, kitchen equipment, washer & dryer. The Home has a barn, church and the house on it with shed also. These will need upkeep and maintenance. The transportation we are looking for a van can be fixed by our mechanic but we will need parts at times, and of course gas, oil, filters (pg. 149).

* Do you have matching funds? Explain.

As a non-profit we are looking at matching funds, however we have fundraisers planned and come of the local businesses are offering discounts, and some are donating items needed for the home. As stated in the text we are veering away from grant that offer cash matching it would be difficult on us, we may as well take out a loan instead (pg. 153).

* Will you include in-kind contributions? Explain.

We are definitely looking at different forms of in-kind contributions. We have volunteers lined up, as mentioned local businesses offering help and donations. This will be an ongoing process. Our community partner Jefferson Home has women who are single some in college and some are in between but have graduated from their home and would like to become volunteers at our home to teach new volunteers and work with the residents. The barn we have on the premises can be rented out to locals and we can use some of the land for summer flea markets to sell tables space (PG. 153). People here love to attend flea markets, we have many Harley-riders also we can raise money during riding season.

* Where will you place your budget in your proposal document? Explain.

I agree with the text inn placing the budget alone between the Qualifications and the costs section. I feel that is a better use of white space and it gives flow of information to the reader. If it is suddenly introduced at the end it may be too much information for an ending or a surprise (pg, 154).

Johnson-Sheehan, R. (2008) Writing Proposals (2nd Edition), New York, NY: Pearson Education, Inc.