

BUDGET INSTRUCTIONS

Please review the following instructions to support completion of the provided budget template for the current Emergency Food and Shelter Program (EFSP) phase.

Only budgets submitted with the provided template will be reviewed.

Budgets are provided for application review purposes only. Organizations ultimately selected for funding will be awarded a total at the Funding Category level (i.e., Mass Shelter, Other Food, etc.) and not be asked to track line-item-level spending against the originally submitted budget. That said, we ask that organizations be thoughtful and intentional in completing a budget that is accurate to their proposed spending plan as possible to support reviews and decision-making. Additional questions can be emailed to efsp@unitedwayla.org.

OVERALL

In the revenue section, you may add rows since you are asked to specify "other" income. You are NOT allowed to change the other categories/line items in Column A for either revenue or expenses. Do not add other line items in the expense section.

Column B Total Expenses should be standalone, meaning that Column C should NOT be included. Column B should reflect your total expense WITHOUT the current EFSP funding you are requesting.

Column C Total Request should be a total of Columns D, E, F, and G.

NO indirect / admin percentages or amounts are allowed through EFSP. Only allowable programmatic expenses can be paid for by EFSP funds. Please review the [EFSP Responsibilities and Requirements Manual](#) for additional, detailed guidance regarding allowable programmatic expenses. While the manual states it's for Phase 35, this is the most recent manual available from National. We encourage applicants to read through the program manual to best understand the requirements.

Planned Expansions: Planned expansions/costs will not be able to be considered in how you calculate and consider for supplemental funding. Additionally, EFSP funds are very specific on eligible uses, so please review the details for each funding category you plan to apply for to ensure alignment to your needs currently and as you grow.

Time Period to Cover: Calendar or Fiscal Year (whichever annual period your organization currently operates on).

REVENUE

ALL PROGRAMS must complete the Program Budget for revenue using organization information available currently for the same period.

EXPENSES

Column B – Total Food, Shelter or Rent/Mortgage Assistance Program Expenses

- Agencies should calculate all costs related to both direct service provision and support/specialized services for the program for which funding is being requested. All support services/ enrichment staff (case manager, job developer, children's program) should be listed under the "case management" line item.

- DO NOT include in-kind donations.
- DO NOT include current EFSP Phase Request – that should appear separately in Column C.

Column C - Total EFSP Request Amount should sum up Column D, E, F, G and represent the total request for the current phase of EFSP that you are asking the LA EFSP Board to consider for your organization.

Column D, E, F, G – Request amount by sub-program area

- DO NOT FILL IN SHADED BOXES (Shaded boxes are ineligible expenses under that category). Not all line items will apply to all agencies; fill in only the appropriate costs for your program.
- DO NOT include in-kind.
- Column D – Food/Meal Provision relates both to Served Meals and Other Food categories.
- Columns F Rent/Mortgage and G Other Shelter only allow for client assistance funds to be requested.