

# The Arc Maryland SpArc Tank Grant Budget Form

2025-2026

Name of Individual/Organization:	Jane Doe
Date:	9/2/2025
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Project Title:	Project Manager
Name of Person Completing Form:	Jane Doe

Project Expenses <sup>1</sup>	Total Expenses <sup>2</sup>	The Arc MD SpArc Funds Requested <sup>3</sup>	Match Funds <sup>4</sup>	Match In-Kind <sup>5</sup>	Source <sup>6</sup>
Personnel					
	\$ 2,200.00	\$ 2,000.00	\$ 200.00		End of year 2026 fundraising campaign
Filming - Contractor					
	\$ 2,000.00	\$ 2,000.00			
Food & beverage for unveiling event					
	1000		1000		
Licenses needed to execute project					
	\$ 1,500.00	\$ 1,500.00			End of year 2026 fundraising campaign
<b>Total</b>	<b>\$ 6,700.00</b>	<b>\$ 5,500.00</b>	<b>\$ 1,200.00</b>	<b>\$ -</b>	

<b>1</b>	List all project-related expenses. On the next tab, provide a brief explanation and justification for each expense, including how you arrived at the amounts.
<b>2</b>	This is the total cost for each grant-related expense. Provide amounts for each expense.
<b>3</b>	This is the amount of funds, if any, you are requesting from The Arc Maryland to cover an expense. Please note that requested funding for overhead may not exceed 10% of total SpArc Fund request.
<b>4</b>	This is the amount of funds you are contributing to grant costs, the amount of funds you have obtained from other sources, and/or have applied for from other sources.
<b>5</b>	This is the value of different costs you or others are contributing as in-kind such as volunteer time, donated meeting space, and donated supplies. Volunteer time is valued at \$28.50/hour.
<b>6</b>	List the source of funds noted in two Match columns.

## Project Related Expenses

Include details for how you determined the amount for this line was appropriate.

1	Personnel: 2 project leads at \$50 per hour x 44 hours
	Filming - Contractor: based on contract cost estimate from "123 Company". Set up team and learning path. Create 2 tutorials (leads and learners).
2	Add training materials and supporting documents.
3	Food & beverage for unveiling event: we expect 100 participants, based on an estimate for catering.
4	Licenses needed to execute project: 100 accesses (person login and secured information exchange) to software on a estimation of the size of the community of practice. Possibility to access as individuals or organization. Variable depending on needs.
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