



## Budgets and Fundraising

*\*\*The following is meant to be suggestive information and is in NO WAY considered legal advice from NCWIT\*\**

### **Sample Budget**

Having an agreed upon budget provides guidance for programming costs. All programs submitted a budget to NCWIT with their proposal. We encourage all parties associated with the implementation of the project to have a good understanding of the budget and processes for both fundraising and expenses. If your project was awarded an amount different from what you requested, you do NOT have to submit a new budget. However, NCWIT will ask for budget reporting as part of your final reports.

Here is a budget SAMPLE.

Sample Budget: (10-Week Club Program, 25 girls):

Line Item	Calculation or Explanation	Amount
<b>Revenue</b>		
Aspire IT Grant	Requested \$3000	\$3000
Program Fees	25 Middle School participants x \$50 Program Fee	\$1250
In-Kind	Partner/Sponsor Donation	\$1550
Total Revenue		\$5800
<b>Expense</b>		
Stipends and Wages	Stipend for Program Leaders, 2 x \$1800	\$3600
Food and Snacks	10 weeks x \$50 per week	\$500
Field Trips	Admission to XYZ Museum	\$300

Materials, Supplies	Teaching Supplies, copying	\$500
Recruitment Costs	Flyer copies in kind	\$0
Training	Day of curriculum training and lesson planning	\$200
Rental Fees	Computer Lab rental	\$100
Transportation	Mileage to campus program, 10 weeks, bus passes to museum	\$150
Scholarships	3 scholarships at \$50 each	\$150
Subtotal		\$5500
Indirect Costs	10% of NCWIT Funds	\$300
Total		\$5800

If requesting funding for an AspireIT program, programs must choose one of the funding options (based on a minimum of 15 program participants).

- » \$1500 for 6 to 12 hours of programming *per* participant
- » \$2000 for 13 to 20 hours of programming *per* participant
- » \$3000 for 21 or more hours of programming *per* participant

NCWIT AspireIT Program funds may be used for:

- » Implementation of new NCWIT AspireIT programs, or to continue, enhance or expand existing programs which meet specifications
- » Stipends for Program Leader, Instructors, and Organizers. (All Program Leaders must receive some form of compensation for serving in the leadership role.)
- » Software or hardware used specifically to deliver the program (robotics kits, circuit boards, etc.)
- » Food and materials for program delivery
- » Transportation for program events such as field trips/tours
- » Admission to program related museums or events
- » Recruitment activities for participants
- » Stipends or Awards for participants
- » A Recognition/Award Ceremony

NCWIT AspireIT funds may NOT be used for the following, including but not limited to:

- » Purchase of personal laptops or technology equipment for Program Leaders or participants to keep
- » Relieving debt of a club, organization, or Program Partner
- » Implementing pure research
- » Lobbying
- » Purchase of Alcoholic Beverages
- » Tournament and entrance fees

### ***Program/Camp Fees***

It is strongly recommended that all programs charge something for participation. This will help to cover incidental costs of programming, and may allow your program to include extra things like snacks and field trips that you would not have been able to. In addition, paying a program fee increases the buy-in to participation, and may help to increase retention of participants.

All that being said, different girls and families have different financial realities. NCWIT also encourages that you offer an option for scholarships to your program, or a sliding scale fee, for families that need that support.

### ***In-kind Matches***

When creating a budget, in-kind matches and donations are wonderful to have. They can be especially helpful in showing support from the fiscal agent or school that is hosting the program, and provides a way for different entities to participate in the program without giving a cash donation. BUT, be sure you don't count on those as cash in hand.

The *NCWIT AspireIT* program does not require an in-kind match from the fiscal agent or program partners.

### ***How to Fundraise, Find Sponsors, and Solicit Donations***

You may find that you want to or need to do additional fundraising in order to meet the revenue needs of your program budget. Here are some quick suggestions to start:

Fiscal Agent: Although the fiscal agent will provide fiscal oversight of the grant from NCWIT, they may either have resources to help seek out and find grants or donors to the program, or have a small amount of money to contribute to programming.

**Tax Deductible:** If your fiscal agent has a tax deductible status from the IRS, such as a 501c3, donations made to the *NCWIT AspireIT* program may be tax deductible for the donor. Be sure to understand this process and how acknowledgements are made before you start asking for money or in-kind goods from potential sponsors.

**Local IT Companies or other Corporations:** IT companies located in your city or region will often have either local marketing dollars or a corporate giving program that may provide funds for programming. Some of these companies may already be involved in the NCWIT Aspirations in Computing Affiliate Awards Committee and would be very interested in what you are doing!

**Donations:** Local small businesses may offer in-kind materials, food, gift certificates, field trip fees, or small donations to your program.

Although it may be easier to send an email or letter, feel free to either pick up the phone or make an appointment to see a potential donor in person. This face to face explanation of the vision and mission of the program often relays the excitement that you have, and will better convince potential donors to give.

**Benefits of Sponsorship:** Before asking a business or individual for a donation, think about the ways you can acknowledge them! Can you add their logo to a banner or graduation celebration program? Can you add their logo to a t-shirt or formal acknowledgement in the local paper? These things may increase your chances for support.

**THANK:** Always have a process for tracking and sending acknowledgements (thank you) to your donors, whether they give money or in-kind products or services. Your fiscal agent may have a formal process for this. Sometimes, homemade thank you cards from program participants go a long way!

A Sample Fundraising/Donation Solicitation Letter is located in the AspireIT Toolkit [www.ncwit.org/aspireIT](http://www.ncwit.org/aspireIT)

### ***Tax-Exempt***

Most non-profit organizations, schools, or universities are “tax-exempt” organizations. This means that when purchases of materials are made on behalf of the organization, you will not need to pay sales tax. To do so, you usually need a copy of a Tax-Exempt Certificate to present to retail stores or businesses. Please ask your fiscal agent about their status and process for purchases.