

ACLS Digital Justice Seed Grant Program

Office Hours

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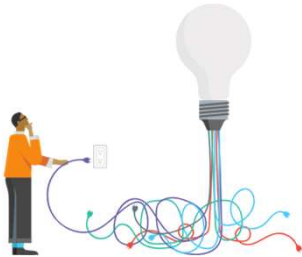
Nonprofit Finance Fund

We are on a mission to support community-centered organizations led by and serving people of color, helping them access the investment capital and financial knowledge they need to realize their aspirations.



The Project Lifecycle

Questions for the Seed/Pilot Phase



Is there a need for a new intervention and what issue or challenge is that intervention designed to address or solve?

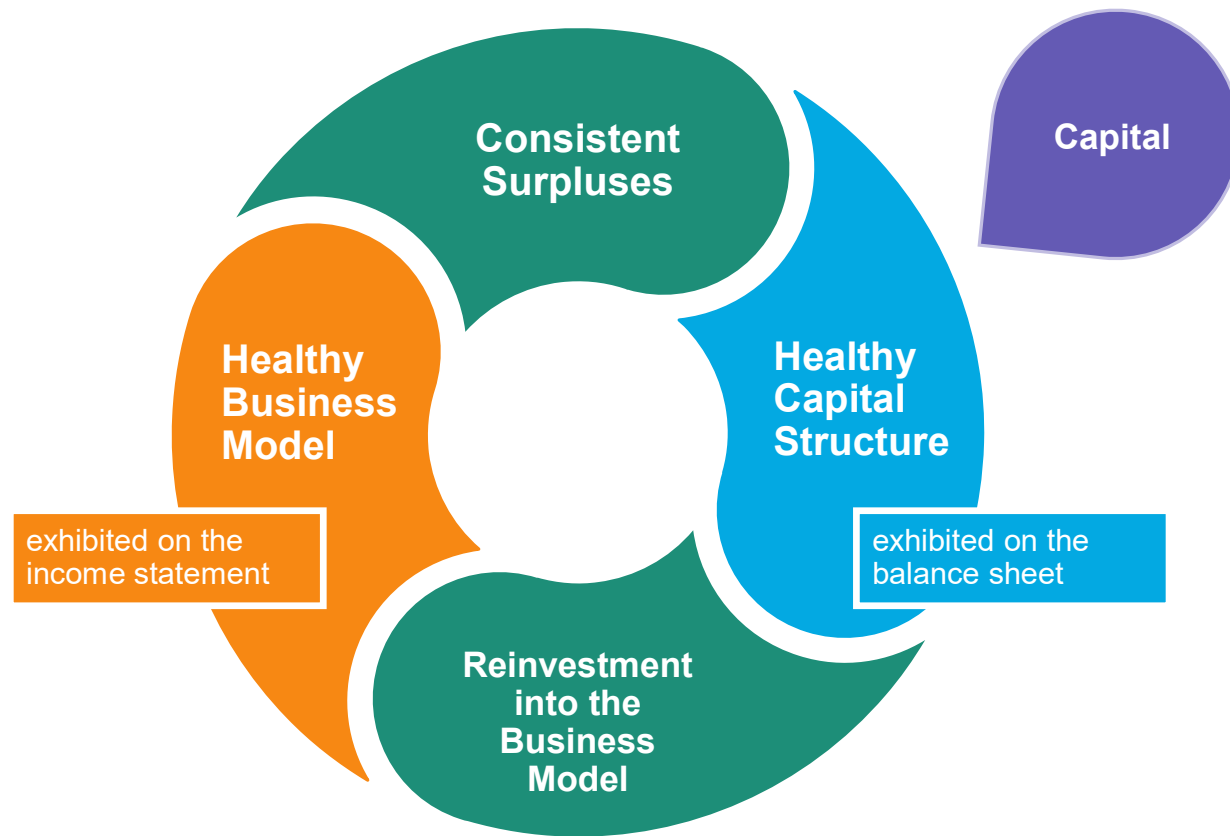


What resources, financial or non-financial, will be needed to implement the intervention at the scale necessary for the problem it tries to address?



Do you believe this pilot can help make the case to others for financial and/or non-financial support?

Revenue and Capital Dollars Work Together



What Is a Budget and Why Does It Matter?

A budget is an organizational plan for a stated period of time, expressed in dollars

A good budget is a versatile, often under-utilized tool that can help to:

- Allocate resources
- Provide a road map
- Allow the organization to monitor progress
- Increase focus
- Set and clarify goals and strategic priorities
- Test and Illustrate the feasibility of a project

ACLS Digital Justice Seed Grant				
Sample Budget**				
Category	Description	Time Period	Rate	Cost
Personnel Salary, Wages, Benefits				
	Dr. A. Yi, University of X (Project Director): 1 course release, 12.5% of salary @ 80000/yr	12 months	12.5% of salary @ \$80000/year	\$6,400
	Mx. G. Holder, University of X: Graduate Assistant for Fall 2022 semester	200 hours	\$20/hour	\$4,000
	Ms. A. Rodgers, University of X: Graduate Assistant for Spring 2023 semester	200 hours	\$20/hour	\$4,000
Total: Personnel Salary, Wages, Benefits				\$14,400
Software Licensing & Fees				
	Audio Transcription Subscription	12 months	\$50/ month for two users	\$600
	WordPress Webhosting	18 months	\$300/ year	\$450
	Final Cut Pro X Video/Audio Editing Software			\$300
Total: Software Licensing & Fees				\$1,350
Equipment				
	HD Camera			\$750
	External Microphone			\$1,500
	Ring Lights			\$350
	External Hard Drive			\$150
	Tripod			\$100
Total: Equipment				\$2,850
Direct Costs				
	Interview Space Rental at API Community Archive	15 hours: October 2022; February 2023	\$75/hour	\$1,125
	Interviewee Participation Gift Cards	October 2022; February 2023	\$50/ participant for 25 participants	\$1,250
	Research Carrels for Graduate Assistants	12 months	\$100/month	\$1,200
	Social Media ads for YouTube Channel	12 months		\$500
Total: Direct Costs				\$4,075
Travel & Lodging				
	Train tickets to interview site for PI and Graduate Assistants	October 2022; February 2023: 4 interview/recording sessions	\$35/roundtrip ticket	\$280
	PI and Graduate Assistants travel to Digital Humanities Symposium April 2023	April 17, 2023	\$200/ roundtrip ticket	\$600
	PI and Graduate Assistants accommodation for Digital Humanities Symposium April 2023	April 17-April 19, 2023	\$125/night	\$750

A Strategic Budget Helps to Quantify Risk

Use Conservative Assumptions

- For revenue projections, this means “less than planned”
 - Discount your revenue projections appropriately
 - Evaluate stability of donor relationships
 - Be clear about your revenue shortfalls
 - Have a plan of action for “To Be Raised” numbers
- For expense projections, this means “more than planned”
 - Include contingencies
 - Numbers should reflect ‘known’ internal and external realities
 - Considers full cost needs that reflect strategic priorities



Defining Unfunded Expenses

Unfunded expenses: expenses that are not currently incurred, but, if covered, would allow the organization to work at their current level in a way that is reasonable and fair

- “Sweat equity” – overworking and underpaying staff – is the most common example, such as:
 - The gap between current wages and fair wages *for the exact same amount of work*.
 - The cost to hire a 20hr/week assistant that would allow the ED to reduce her time from 60hr/week to 40hr/week.
- Other examples: unfilled positions, sub-par supplies, slow internet

Unfunded expenses are not:

Expenses to expand or do more



Thank You!

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