

# Operational Needs Worksheet

## Objective

To turn budget line items into tangible fundable projects or packages for donors

The purpose is to match the donor's passions and interests to the organization's mission and programs. Donors should be asked for a specific amount to be directly applied to one of these areas. The gift does not have to match the total exactly.

## Example Layout #1

<b>School Program #1</b>		<b>Total Cost: \$53,500</b>
Program salaries	2 full-time positions	\$25,000
Travel for instructors	3 trips for 2 instructors	\$10,500
Instructor stipend	\$1,500 per instructor (3x)	\$9,000
Other items	Computer, class materials	\$9,000
<b>Program Name #2</b>		<b>Total Cost \$97,000</b>
Instructor travel	6x/year, 2 instructors per class	\$49,600
Class rent, student board, etc.	6x/year, 30 students	\$34,000
Instructor stipend	\$2,000 per instructor (5x)	\$10,000
Other items	Class materials, etc.	\$3,400
<b>Program Name #3</b>		<b>Total Cost \$137,000</b>
Program salaries	2 full-time positions	\$66,000
School expenses	25 students	\$66,000
Instructor travel	1 trip for 2 instructors	\$5,000
<b>Program Name #4</b>		<b>Total Cost: \$230,000</b>
Program salaries	2 full-time & 1 part-time	\$218,000
Instructor travel	Conferences, teaching	\$5,000
Other expenses	Office supplies, etc.	\$7,000
<b>TOTAL OPERATIONAL NEEDS: \$517,000</b>		

## Example Layout #2

<b>Counseling Programs</b>			<b>Total Cost: \$717,900</b>
One-on-One	# of clients who benefit	1,843	\$552,900
	Average cost per client	\$300	
Peer groups (30 groups per year)	# of clients who benefit	360	\$165,000
	Cost per Peer Circle	\$5,500 x 30	
<b>Education Programs</b>			<b>Total Cost \$341,000</b>
Education Program #1	# of clients who benefit	500	\$81,000
	Average cost per client	\$162	
Education Program #2 (4 times per year)	# of clients who benefit	100	\$20,000
	Average cost per client	\$200	
	Cost per session	\$5,000	
Education Program #3 (6-week course/4 times per year)	# of clients who benefit	40	\$120,000
	Average cost per client	\$300	
	Cost per 6-week course	\$30,000	
Education Program #4 (6-week course/4 times per year)	# of clients who benefit	40	\$120,000
	Average cost per client	\$300	
	Cost per 6-week course	\$30,000	
<b>Program Name #4</b>			<b>Total Cost: \$314,446</b>
Support Program #1	# of clients who benefit	225	\$24,750
	Average cost per client	\$110	
Support Program #2	# of clients who benefit	36	\$200,880
	Average cost per client	\$5,580	
	Volunteer hours	600	
	# of volunteers	43	
Support Program #3	# of clients who benefit	14,560	\$88,816
	Average cost per client	\$6.10	
	Volunteer hours	2,890	
	# of volunteers	25	
	# of clients who benefit	225	
<b>TOTAL OPERATIONAL NEEDS: \$1,373,346</b>			