

APPENDIX G9

Funding Map Instructions

The purpose of a funding map is to show the relationship between an organization's revenue sources and anticipated expenditures for a given period, such as a fiscal year. A properly made funding map will demonstrate exactly how the organization's expected revenues will cover its expenses.

For the purposes of this discussion, the assumption is that the organization is a substance abuse treatment or prevention program that is partly funded by the Substance Abuse Prevention and Treatment Agency (SAPTA) grant awards and partly funded by other sources of revenue. You have been provided with a blank funding map form and an example form to help get you started.

1. There should be a separate column for each revenue source, plus a TOTAL column on the right. Label each column with the name of the revenue source. It must identify what funding is from federal grants and their Catalog of Federal Domestic Assistance numbers (CFDA). Please be as specific as you can. Instead of "Other State Agency" please give the name of the agency. Instead of "Contract", please show the entity that your organization has been contracted by. Instead of "City or County Funds" please show the name of the city or county and the grant or program name. Use an additional sheet if you have more than ten (10) sources.
2. The first row should contain the revenues from each of the revenue sources, with a total on the right.
3. Rows 2 through 7 should be labeled with the expense categories used in SAPTA subgrant agreements: Personnel, Consultants, Travel, Training, Operating, and Other.
4. For each of the expense category rows, enter the amount in each column that is paid from that column's funding source. (As you do this, make sure you take into account any restrictions that any of the funding sources may have on the use of their funds.) Make sure that the total at the right of each row equals the total expense for that category. For example, suppose you have estimated your total Personnel expense to be \$100,000 and you expect half of it to be covered by a SAPTA Grant, 20% to be covered by Client Fees, and the remainder to be covered by Health Insurance. In the Personnel row, you would enter \$50,000 in the column headed "SAPTA Grant"; \$20,000 in the column headed "Client Fees"; and \$30,000 in the column headed "Health Insurance". The total on the right would be \$100,000. Do this for each of the expense rows.
5. Row 8 should contain the totals of Rows 2 through 7 in each column. Each of the totals in Row 8 represents the total expense that will be covered by each of the funding sources. *Each total in Row 8 must match the corresponding figure in Row 1, which is the expected revenue. The Grand Total expense at the right end of Row 8 must match the Total Revenue at the right end of Row 1.*