

Poston Preserve

Phase One Budget and Narrative

Restoring Poston, South Carolina

Proposed cash budget: \$25,000. This budget translates the current campaign activities into planning estimates. The allocations are proposed for review; they are not vendor quotes, approved commitments or evidence of funds received.

Proposed delivery window: 12 months from an authorized start, with activity paced to available funds. Confirm the start and end dates before submitting a grant application.

Budget summary

Category	Purpose	Budget	Share
1 Community outreach and mapping	Resident engagement, a public community profile and assessment of practical needs.	\$4,000	16%
2 Public archive and preservation	Source organization, digitization and improvements to the public Poston Archive.	\$5,000	20%
3 Oral history and education	Recording capacity, transcription and accessible local-history materials.	\$2,500	10%
4 Visible community pilot	A modest community-support or beautification project selected with local input.	\$5,000	20%
5 Direct assistance	Needs-based supplies and resource information for people connected to Poston.	\$1,500	6%
6 Conservation planning	Early research and potential partnerships in the lower Lynches and Great Pee Dee corridor.	\$1,500	6%
7 Economic and civic planning	An economic-development and incorporation-readiness roadmap for future action.	\$3,000	12%
8 Coordination and reporting	Financial records, donor updates and an allowance for donation processing.	\$2,500	10%
Total Phase One budget	Launch-stage charitable work	\$25,000	100%

Funding basis

The \$25,000 figure is the gross fundraising target and total planned cash expenditure, including a \$750 processing allowance. If that allowance is used in full, \$24,250 remains for the other listed costs. No donated goods, volunteer time, matching funds or committed awards are assumed in this cash budget.

The funding gap must be calculated from reconciled campaign receipts and confirmed commitments. This document does not assume that the entire target remains unfunded. It excludes the website's broader \$100,000 objective pending clarification of that separate stage.

Basis and approval status

Scope and goal: supplied Foundation campaign PDF, pages 3–5; Fundraise Up campaign PDF, pages 2–5; Candid project PDF, pages 1–5. The allocations and unit assumptions are proposed here. Before external submission, confirm delivery dates, review pricing and adopt the final allocation through the Foundation's approval process.

Itemized cost assumptions

All quantities, rates and allowances below are proposed planning inputs. Replace them with quotes or documented costs before committing funds. Item codes correspond to the summary categories on page 1.

Code	Expense	Planning basis	Budget
1.1	Resident meetings and outreach logistics	4 meetings at \$200	\$800
1.2	Outreach printing and mailing	4 batches at \$150	\$600
1.3	Community mapping and needs inventory	20 service hours at \$80	\$1,600
1.4	Field visits for community assessment	10 trip allowances at \$100	\$1,000
2.1	Scanning and preservation supplies	One allowance	\$1,200
2.2	Digital archive organization and production	40 service hours at \$80	\$3,200
2.3	Archive hosting and digital storage	12 months at \$50	\$600
3.1	Audio recording equipment and accessories	One allowance	\$600
3.2	Oral-history transcription	12 audio hours at \$100	\$1,200
3.3	Educational handouts and source guides	2 batches at \$350	\$700
4.1	Pilot cleanup or improvement supplies	One project allowance	\$2,500
4.2	Pilot installation or specialist services	One project allowance	\$1,500
4.3	Volunteer safety and project logistics	One project allowance	\$1,000
5.1	Needs-based essentials and assistance supplies	One allowance	\$1,000
5.2	Direct-aid distribution transport	One allowance	\$300
5.3	Resource cards and referral materials	One allowance	\$200
6.1	Conservation mapping and research materials	One allowance	\$500
6.2	Conservation technical consultation	8 service hours at \$100	\$800
6.3	Conservation partner outreach	One allowance	\$200
7.1	Civic-readiness professional consultation	20 service hours at \$100	\$2,000
7.2	Economic and service-feasibility research	10 service hours at \$80	\$800
7.3	Resident briefing materials	One allowance	\$200
8.1	Bookkeeping and expense reconciliation	12 months at \$75	\$900
8.2	Donor reporting and program records	One allowance	\$850
8.3	Donation processing allowance	3% of \$25,000 target	\$750
	Total proposed cash expenditure		\$25,000

Service hours and audio hours are costing assumptions, not promised output counts. Allowances should cover applicable tax and delivery costs. The 3% processing assumption is a planning reserve, not a quoted Fundraise Up or payment-provider rate.

Delivery and budget narrative

The budget pairs historical preservation with practical community development. Outreach and mapping establish current needs; archival and educational work improves the public record. The pilot and direct-assistance allocations support modest action informed by that groundwork. Conservation and civic work remain exploratory planning activities.

Proposed delivery sequence

Period after authorized start	Primary work	Evidence of progress
Months 1 to 3	Begin outreach, community mapping and archive organization. Obtain quotes and assess a feasible pilot.	Outreach log, initial community profile, source inventory and priced pilot scope.
Months 4 to 8	Continue preservation and education work. Undertake a locally informed pilot and appropriate direct assistance as funds and permissions allow.	Organized archive materials, project records, purchase receipts and documented assistance.
Months 9 to 12	Complete the community profile and planning roadmap. Document results, partners and next steps.	Profile, roadmap, partner records and a Phase One expenditure and progress report.

How the allocations will be used

Archive and education: \$7,500. Categories 2 and 3 support source preservation, public access and oral-history preparation. Production services and educational materials must serve the initiative's public purpose. These costs do not fund unrelated commercial publishing.

Community work: \$10,500. Categories 1, 4 and 5 support resident engagement, a community profile, a modest visible project and documented direct assistance. The pilot scope and assistance contents will follow identified needs; this budget does not promise a particular site improvement or number of kits.

Future planning: \$4,500. Categories 6 and 7 fund initial research and consultation. They do not budget for land acquisition, an easement or a full municipal incorporation process. No governmental or conservation outcome is assumed.

Coordination and reporting: \$2,500. Category 8 covers financial administration, donor reporting and processing. These are specific expense allowances, not an approved indirect-cost rate. No employee salary or executive compensation is included; proposed paid service work is subject to scoping and approval.

Spending and reporting approach

Authorize work within available cash and donor restrictions. Obtain pricing, confirm any required site permissions and record approval before a commitment. Code each expense to one budget line to avoid duplicate charges. Field-visit amounts are trip allowances, not mileage reimbursement rates; retain the underlying cost records.

Review budget versus actual costs monthly and report funds raised, archive progress, outreach, assistance and pilot work. If support is limited, phase the archive and outreach work first and adjust the pilot scope. Document any reallocation; apply funder approval requirements where relevant. Record in-kind support separately and reduce affected cash needs where appropriate.