

Sample Project Budget Format and Categories

This is an example of an attached budget. Yours may be organized differently or be a different format. If you have a budget already prepared, you may simply attach that. If you do not have a budget, you may use this as a guide for creating your own. Your categories may look different, adjust them to match the revenue and expenses your organization experiences or expects to experience. You may wish to itemize larger categories, particularly if they make up a significant portion of your income or expense or if they are particularly relevant to the grant money you are requesting.

[ORG NAME] Budget for [START DATE] to [END DATE]		
REVENUE	Secured/Committed Funds	Pending Funds
Grants/Contracts/Contributions	135,900	8,000
Earned Income (from sale of products, publications, etc)	500	
Membership Income	3,500	
In-Kind Support	1,000	
Other (specify)		
TOTAL REVENUE	140,900	8,000
EXPENSE	Amount Covered by Grant Request	Total Project Expenses
Salaries and Wages Executive Director <u>50,000</u> Full Time staff _____ Part Time staff <u>25,000</u>		75,000
Payroll Taxes		12,000
Benefits		6,000
Consultants and Professional Fees		900
Professional Development	1,000	1,500
Operations		
Rent	7,000	48,000
Utilities		4,000
Equipment		250
Supplies		250
Other		
TOTAL EXPENSE	8,000	148,900
TOTALS		
TOTAL REVENUE		140,900
(TOTAL EXPENSE)		148,900
TOTAL SURPLUS (DEFICIT)		(8,000)

Sample Budget Narrative

This is an example of what your narrative statement could look like. Yours may be longer or shorter and include additional details relevant to your proposal.

We are seeking \$8,000 to help advance our outreach. In addition to our revenue, we rely on a committed group of 10 - 20 volunteers monthly to help with running our programming and outreach. We partner with two other non profits in order to reach a wider audience. We also receive gifts in kind from individuals and organizations that do not contribute monetarily. These are usually tablets, office supplies, snacks, and beverages. All of these gifts in kind are used to help supply our volunteers.

This year we hired one part-time grant writer in order to help increase our revenue. We have already secured 3 grants this year. The \$8,000 requested would help cover the remaining costs, specifically rent for the space used to host our outreach events. \$1,000 will be used for volunteer training. Any surplus in our budget will go to staff professional development and increased volunteer training.

The "Other," category consists of the cost of printing and purchasing training materials and workbooks for our volunteers.