

GRANT APPLICATION SAMPLE BUDGET FORMAT

Below is a listing of standard budget items. Please provide the project budget in this format and in this order.

A. Organizational fiscal year: _____

B. Time period this budget covers: _____

C. For a CAPITAL request, substitute your format for listing expenses. These will likely include: architectural fees, land/building purchase, construction costs, and campaign expenses.

D. **Project Expenses:** include a *description and the total amount* for each of the following budget categories, in this order:

Category	Description	Amount
Salaries		\$
Payroll Taxes		\$
Fringe Benefits		\$
Consultants and Professional Fees		\$
Insurance		\$
Travel		\$
Equipment		\$
Supplies		\$
Printing and Copying		\$
Telephone and Fax		\$
Postage and Delivery		\$
Rent		\$
Utilities		\$
Maintenance		\$
Evaluation		\$
Marketing		\$
Other (specify)		\$

Total project expenses \$ _____

Total amount of funding requested \$ _____

E. Revenue: include a **description and the total amount** for each of the following budget categories, in this order; please indicate which sources of revenue are committed and which are pending.

Grants/Contracts/Contributions

Category	Description	Committed	Pending
Local Government		\$	\$
State Government		\$	\$
Federal Government		\$	\$
Foundations (itemize)		\$	\$
Corporations (itemize)		\$	\$
Individuals		\$	\$
Other (specify)		\$	\$
		\$	\$
		\$	\$
		\$	\$

Total Contributions Committed: \$ _____

Total Contributions Pending: \$ _____

Other Revenues

Category	Description	Amount
Events		\$
Publications and Products		\$
Membership Income		\$
In-Kind Support		\$
Other (specify)		\$

Total Other Forms of Revenue \$ _____