



...a Grantwriting RESOURCE

Program/Project Budget Template

Revenue	Budget	Status	Funder Request
Grants			
Funder 1	\$25,000	Received	\$0
Funder 2	\$15,000	Requested	\$0
Funder 3	\$5,000	Projected	\$0
Funder 4	\$10,000	<i>This Request</i>	\$10,000
Contributions			
Individuals			
Corporations			
Special Events			
Service Fees			
Product Sales			
Other Income			
Rent Income			
Interest Income			
Total Revenue			
Expenses	Budget		Funder Request
Personnel			
Salary and Wages			
Benefits			
Taxes			
Professional Fees			
Contract Labor			
Other Professional Fees			
Advertising & Promotion			
Special Events Expense			
Conferences and Meetings			
Registration Fees			
Meals and Lodging			
Credit Card Service Charges			
Equipment			
Rental/Lease			
Maintenance			
Minor Equipment Purchase			
Facilities			
Rent			

Insurance			
Licenses and Permits			
Maintenance and Repairs			
Grounds keeping			
Fire Safety			
HVAC			
Other Facility Expenses			
Interest Expense			
Food and Beverage			
Supplies			
General Supplies			
Office Supplies			
Housekeeping Supplies			
Computer Supplies			
Industrial Supplies			
Other Supplies			
Other Expenses			
Staff/Volunteer Recognition			
Membership Dues			
Subscriptions			
Printing and Publications			
Telecommunications			
Phones			
IT			
Vehicle Operations			
Parking/Tolls			
Mileage			
Repair/Maintenance			
Insurance			
Licenses/Excise Tax			
Leased Vehicles			
Utilities			
Depreciation			
Total Expenses			
Net Income			