

SAMPLE BUDGET FORM

This form is to be used as a guideline for writing a budget for a grant application. Some items listed will not apply to your organization or project, and some grantmakers will specify the format in which they would like budgets to be submitted. As always, contact the grantmakers to whom you are applying in order to find out their specific application requirements.

INCOME/REVENUE	COMMITTED	ANTICIPATED
1. Fundraising Events		
2. Gifts/Bequests		
3. Miscellaneous contributions		
4. Foundation support		
5. Corporate grant support		
6. United Way		
7. Grants/Contracts: Gov't agencies		
8. Program/service fees		
9. Membership Dues/Individual donations		
10. Investment income/transactions		
11. Earned Miscellaneous Revenue		
12. TOTAL INCOME/REVENUE		

EXPENSES	TOTAL EXPENSES	EXPENSES COVERED BY REQUESTED GRANT
13. Salaries of Provider Staff		
14. Fringe Benefits		
15. Professional fees (contract, consultant)		
16. Supplies (consumable)		
17. Printing and Postage		
18. Rent/Utilities		
19. Phone and fax		
20. Travel and Meetings		
21. Training		
22. Evaluation		
23. Equipment Purchases/Rental		
24. Miscellaneous expenses		
25. TOTAL EXPENSES		
26. SURPLUS (DEFICIT)		

Keep in mind...

- If you feel elements of your budget require explanation, please do so in a brief narrative.
- Remember that the budget you submit with your application will be the basis of your financial reporting throughout the grant period (including your final report).