

Developing a Program Budget

Use this budget sheet to determine a budget for a sample grant proposal.

Use the following criteria to guide your work: The foundation is offering \$5,000 grants. Please describe your costs and show your work (breakdown the requested amount). You may add budget categories.

Budget Categories	Cost Description	Requested Amount	In-Kind Contribution
Personnel Example: -Fringe		\$	\$
Contractual Services		\$	\$
Administrative Costs		\$	\$
Travel Example: -Mileage		\$	\$
Program Supplies Examples: -Small Equipment -Office Supplies -Program materials		\$	\$
Marketing and Advertising		\$	\$
Printing and copying		\$	\$
Postage and delivery		\$	\$
Occupancy Examples: -Rent -Furniture -Telephone		\$	\$
Training		\$	\$
Other (specify):		\$	\$
Other (specify):		\$	\$
Total		\$	\$

Total Funds Requested
(requested amount and in-kind)