

****Sample Project Budget - DO NOT USE AS A TEMPLATE****

Organization Name

Project Title

Project Time Frame: Month/Day/Year - Month/Day/Year

INCOME	
Grants Committed	XXX,XXX
Grants Anticipated	XXX,XXX
Other Sources of Income Committed (Please list by category)	XXX,XXX
Other Sources of Income Anticipated (Please list by category)	XXX,XXX
TOTAL INCOME	X,XXX,XXX

EXPENSES	
Salaries	XXX,XXX
Benefits	XXX,XXX
Professional Fees/Consultants	XXX,XXX
Interns Occupancy	XXX,XXX
Equipment/Computer Software	XXX,XXX
Telephone	XXX,XXX
Printing	XXX,XXX
Postage/Delivery	XXX,XXX
Supplies	XXX,XXX
Conferences/Meetings	XXX,XXX
Communications	XXX,XXX
	XXX,XXX
TOTAL EXPENSES	X,XXX,XXX

Provide a separate list of Grants Received and Grants Pending/To Be Submitted as demonstrated in our Sample Project Funding document.

Separate Salary expenses from Benefits and footnote any expenses or income that may require explanation (acronyms, abbreviations, shared funding/expenses with affiliates, pass-through grants, contingent support, debt service, travel, overhead, indirect costs, and/or any line item with "other" or "miscellaneous").