Thunderbirds Charities Sample Project/Program Budget

Please use the budget templete form below to indicate how Thunderbirds Charities grant funds will be allocated, the overall project/program budget, and your organization's overall budget for the fiscal year in which the grant funds will be used.

Below is a brief explanation of how to fill out each column. **Applicants should add or modify the individual line items to match their budget categories**.

Amount Requested: Indicate how a Thunderbirds Charities grant will support the proposed project/program's budget.

Total Project/Program Budget: List all income and expenses related to the project/program adding or modifying necessary individual line items to match your budget categories. The total organization budget should include the total project/program budget.

Total Organizational Budget: List organization's budget, including both income and expense line items for the fiscal year in which the grant funds will be used. The total organization budget should include the total project/program budget.

Applicants should add or modify the line items to match their specific budget categories.

Project/Program Income Projections: List Confirmed, Anticipated, Submitted and Prospect sources of income for the project/program, noting the amount in the appropriate column. "Individual Contributions" can be listed as a general source, but other sources such as foundation grants, corporate contributions and government grants/contracts should listed indvidually, specifying the name of each foundation, corporation or government entity with the amount of funding in the appropriate column.

SAMPLE PROJECT / PROGRAM BUDGET TEMPLATE
(MODIFY AS NEEDED)

Organization Name	Insert Organization Name Here			
Project Title	Insert Project/Program Title Here			
Fiscal Year	Insert Fiscal Year (in which the grant will be used) Here mm/dd/yy - mm/dd/yy			
SAMPLE TEMPLATE - PLEASE MODIFY AS NEEDED.	**Total Project/ Program Budget**	**Thunderbirds Charities Request Amount**	**Total Organization Budget**	
Income Sources				
Foundation and Corporate Grants				
Government Grants and Contracts				
Individual Contributions				
Earned Income				
In-Kind Income				

	Confirmed	Anticipated	Submitted	Prospect
Interest				
Endowment				
Other Income (please explain)				
Total Income	$ -	$ -	$ -	
Expenses				
Salaries and Wages *(please indicate FTE)*				
Employee Benefits and Taxes				
Total Personnel Costs	$ -	$ -	$ -	
Consultants				
Depreciation				
Equipment				
Fundraising/Development				
Insurance Expense				
Marketing/Advertising				
Postage and Delivery				
Printing				
Professional Development				
Rent and Occupancy				
Supplies and Materials				
Telephone and Technology				
Travel				
Overhead *(please include percentage rate)*				
Other Expense *(please explain)*				
Miscellaneous				
Total Non Personnel Costs	$ -	$ -	$ -	
Total Expenses	$ -	$ -	$ -	
Excess of Revenue Over Expenses	$ -	$ -	$ -	
Income Projections				

Confirmed = an income source that has already been secured.

Anticipated = an income source for which a proposal has been submitted **and** the applicant has a reasonable expectation of receiving funding.

Submitted = an income source for which a proposal has already been submitted, but no feedback regarding a funding award has been received.

Prospect = an income source that the applicant intends to solicit, but to which a request for funding has not yet been submitted.

"Individual Contributions" can be listed as a general source, but other sources such as foundation grants, corporate contributions and government grants/contracts should listed indvidually, specifying the name of each foundation, corporation or government entity with the amount of funding in the appropriate column.

Income Sources	**Confirmed**	**Anticipated**	**Submitted**	**Prospect**
Total Income	**$ -**	**$ -**	**$ -**	**$ -**