

Budget Template

In the budget page, think of everything that you will need to operate an effective, efficient program---ideal number of staff, space, etc. I've listed items just to get you started, but remember that each project is different.

MOST IMPORTANT: The whole proposal should thoroughly prepare the reviewer for all items presented in the budget. If it does NOT, revise the narrative.

Items listed below are for example only	Total Cost	In kind or Match (what you already have)	Requested
Personnel			
Salaries: (include full-time and part-time folks that will work in the project) think of drivers, tutors, etc)			
Fringe Benefits (for f-t personnel, you must provide fringe benefits; usually multiply annual salary by 25-3-%)			
Total Personnel Costs			
Facility Expenses			
classroom and office space			
utilities			
maintenance (cleaning)			
Internet connection			
Total Facility Expenses			
Supplies			
office supplies (provide details such as \$20 per month x 12 months)			
workbooks			
arts & crafts supplies			
software			
classroom supplies (for students and teachers)			
Total Supplies			
Equipment			
desktop computers			
laptop computers			
printer			
scanner			
chairs			
digital camera			

Total Equipment			
Contractual			
Outside evaluator for program			
Experts we hire to come train our personnel			
Total Contractual			
Communications			
telephone			
long distance			
cellular phones			
postage			
Internet			
Total Communications			
Travel			
local travel (field trips? transportation for kids to and from their homes or school, for personnel to attend training or conferences---think of mileage, food, and hotels)			
Out of state travel (consider how many traveling, mileage, food, and hotels)			
Total Travel			
Other Expenses			
Total Other Expenses			
Total Non-Personnel Expenses			
Total Direct Costs (personnel and non-personnel expenses)			
Total Project Costs/Total Request			