

Example

Application Budget

Project Expenses

(add items as needed)	What will this project/program cost to run?		
Project expense line items (i.e. rent, salaries, marketing, benefits, curriculum, etc.) add items as needed	Total anticipated project expenses	Requested from Community Foundation	Description of Item (if needed)
Equipment	\$ 15,000.00	\$ 10,000.00	shelving units - see attached bids
Staff salaries	\$ 10,000.00	\$ -	
Supplies	\$ 5,000.00	\$ 2,500.00	training materials (budget narrative)
Staff training	\$ 15,000.00	\$ 10,000.00	
Total Expenses	\$ 45,000.00	\$ 22,500.00	

TOTAL EXPENSES MUST EQUAL TOTAL REVENUES **ARE YOU IN BALANCE?** BALANCED

Revenue Sources

List all sources of funding and major in kind support		Has the funder committed to providing the amount or has it only been requested?	Example: Volunteer hours are an in-kind donation	
Source/Funder	Amount	Requested or Committed	In Kind (Y/N)	Description (if needed)
GHACF	\$ 22,500.00	Requested	N	
My agency	\$ 10,000.00	Committed	Y	
Another agency	\$ 5,000.00	Committed	N	Supplies
Another foundation	\$ 7,500.00	Requested	N	Training
Total Revenue	\$ 90,000.00			

MUST EQUAL "ZERO"  ZERO

Example