

Sample Budget Template

Percent on Project Organizational Contribution Other Funding Sources Target Fund Request Total

Personnell Expenses

Staff Costs

(list all positions)

Staff Costs subtotal

Fringe Benefits

Fringe Benefits subtotal

Total Personell Expenses

Non-Personell Expenses

Contract Services

Consultants

Legal Services

Temporary Services

Audit Services

Other

Contract Services Subtotal

Office Space

Rent

Utilites

Furnishings

Maintenance

Insurance

Other

Office Space Subtotal

Equipment/Supplies

Office Supplies

Printing

Postage and delivery

Rental Supplies

Repairs/maintenance

Computer software

Other

Equipment/Supplies Subtotal

Travel Related Expenses

Air Travel

Out-of-town expenses

In-town expenses

Other

Travel Related Subtotal

Other

Other subtotal

Total Non-personell expenes

TOTAL PROJECT EXPENSES