

PROJECT BUDGET FORM

Below is a listing of standard budget items. Please provide the project budget in this form and in this order.

A. Organization's fiscal year: _____

B. Time period this project budget covers: _____

C. Expenses: Include the total amount for each of the following budget categories on this page

	Amount Requested from CFGL	Total Project Expenses
Salaries	\$ _____	\$ _____
Payroll Taxes	\$ _____	\$ _____
Consultants and Professional Fees	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Printing and Copying	\$ _____	\$ _____
Telephone and Fax	\$ _____	\$ _____
Postage and Delivery	\$ _____	\$ _____
Rent	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Maintenance	\$ _____	\$ _____
Evaluation	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Other (Specify)	\$ _____	\$ _____
 Total Amount Requested	 \$ _____	 Total Project Expenses \$ _____

D. Revenue: Include the total amount for each of the following budget categories on this page. Please indicate which sources of revenue are committed and which are pending.

	<u>Requested</u>	<u>Committed</u>
1. Grants/Contracts/Contributions	\$ _____	\$ _____
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations	\$ _____	\$ _____
Corporations	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (Specify)	\$ _____	\$ _____
2. In-Kind Support	\$ _____	\$ _____
3. Other (Specify)	\$ _____	\$ _____
 4. Total Revenue	 \$ _____	 \$ _____