

Budget Template

(project name)

(time period)

REVENUE

Refer to the Budget Template Instructions for guidance on completing this budget.

Revenue Category	Explanation	Amount
Contributions		
Grants		
Contracts		
Dues		
Fees		
Events		
Sales		

Revenue Narrative

Describe in detail the revenue line items you listed above.

Do not distribute

EXPENSES

Refer to the Budget Template Instructions for guidance on completing this budget.

Expense Category	Explanation	Amount
Personnel		
Fringe Benefits		
Consultant Services		
Continuing Education		
Equipment		
Rent		
Utilities		
Phone		
Internet		
Printing and Copying		
Postage and Delivery		
Office Supplies		
Travel		
Program Supplies		
Indirect		

Expense Narrative

Describe in detail the expense line items you listed above.

Do not distribute