

# Example Budget Template

Project name:

Project period:

Budget category	Amount requested	Other financial sources	In-kind contribution	Total budget
<b>Personnel</b>				
Coordinator				
Coordinator: Benefits				
Contract position (s)				
Participant honorarium/gift certificates				
<b>Subtotal</b>	\$	\$	\$	\$
<b>Travel</b>				
Transportation				
Accommodation				
Subtotal	\$	\$	\$	\$
<b>Materials</b>				
Office supplies				
Program materials				
Printing				
Postage				
Subtotal	\$	\$	\$	\$
<b>Equipment</b>				
Project specific equipment				
Subtotal	\$	\$	\$	\$
<b>Rent/Utilities</b>				
Rent				
Utilities				
Subtotal	\$	\$	\$	\$
<b>Other</b>				
Food				
Media promotion				
Subtotal				
<b>Grand total</b>	\$	\$	\$	\$