

SAMPLE BUDGET TEMPLATE



REVENUE	YEAR 1	YEAR 2	YEAR 3
Government grants			
Institutional funding			
Foundation grants			
Individual donations			
Earned income			
Other revenue			
TOTAL REVENUE			

EXPENSES			
PERSONNEL COSTS			
Staff salaries and wages			
Benefits			
PROFESSIONAL FEES/CONTRACTS			
Consultants/professional fees			
Subcontracts with partner agencies			
PROGRAM AND OPERATING COSTS			
Program Supplies			
Student incentives			
IT equipment/software			
Cell phone & internet			
Data collection/evaluation			
Postage and shipping			
Rent and occupancy			
Printing and publications			
Marketing and outreach			
Travel			
Conferences, meetings, workshops, training			
Interest			
Depreciation, depletion, etc.			
Admin and other expenses not covered above			
TOTAL EXPENSES			