



FOUNDATION CENTER
Knowledge to build on.



INTRODUCTION TO PROJECT BUDGETS WORKSHEET

Prepare your own project budget.

- How many people will be served by the program?

- List all the employees who will work on the project:

_____	_____
_____	_____
_____	_____

- List all other direct costs that might be incurred as part of this project:

_____	_____
_____	_____
_____	_____

- List income you currently have to support this project:

_____	_____
_____	_____
_____	_____

- What in-kind gifts, including volunteers, might be included:

_____	_____
_____	_____
_____	_____

Income

Grants and Contributions

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Earned Income

_____	\$ _____
_____	\$ _____
_____	\$ _____

Membership/Dues

_____	\$ _____
_____	\$ _____

Other Support

_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL INCOME

\$ _____

Expenses

Personnel Costs

_____	\$ _____
_____	\$ _____
_____	\$ _____

Non-Personnel Costs

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Indirect Costs

_____	\$ _____
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TOTAL EXPENSES

\$ _____
