

Project Budget Template

This is a *sample* of a budget format that can be used to provide an itemized revenue and expense budget for your project only, (not your whole organization).

You may fill out this form by hand, or replicate a similar format in Excel. Please feel free to title revenue and expense categories to reflect your own project categories and provide notes for clarification. If total amounts for revenue and expenses do not equal, please explain.

REVENUE	DETAIL	AMOUNT	IN-KIND	Pending or confirmed?
Local/State/Government funds:				
Fees for your project's services:				
United Way/Combined Federal Campaign:				
Request from The Vermont Women's Fund				
Other Foundation Grants (please itemize)				
Fundraising events				
Corporate support (please itemize)				
Contributions from individuals				
Other (please specify)				
TOTAL REVENUE				

EXPENSES	DETAIL	AMOUNT	IN-KIND
Payroll			
Benefits			
Consultants/contractual			
Printing/copying			
Postage			
Office Supplies			
Equipment			
Telephone			
Occupancy (rent, utilities)			
Other			
Overhead			
TOTAL EXPENSES			