

THE KRESGE FOUNDATION

SAMPLE BUDGET FORMAT

This page provides a sample budget form. You may submit your budget in any appropriate format. Please put the name of your organization, the date and the beginning and ending dates for the budget time period at the top of the page.

If your grant request is for multiple years, please provide annual budgets for each year requested and a cumulative total by line item. Use only the categories appropriate for your organization

Expenses:

Include a description and the total amount for each of the following budget categories that apply to your project.

Define each category, such as the number of full-time staff equivalents (FTEs) for the salaries and benefits line item or the types of consultants used.

List the dollar amount for each applicable category.

Salaries and benefits (FTEs)	\$
Consultant and professional fees	\$
Insurance	\$
Travel	\$
Equipment	\$
Supplies	\$
Printing and copying	\$
Telephone and fax	\$
Postage and delivery	\$
Indirect costs	\$
Evaluation	\$
Other (specify)	\$
Total	\$

Revenue:

Include the amount and sources of funding for the budgeted categories listed, for example grants/contracts/contributions, earned income and membership income. Also, please indicate which sources are confirmed and which are projected.

Grants/contracts/contributions

Government (itemize)	\$
Foundations (itemize)	\$
Corporations (itemize)	\$
Individuals	\$
Other (specify)	\$

Earned income

Events	\$
Publications and products	\$

Membership income

Other (specify)	\$
To be identified	\$
Total	\$