

Sample Budget

There are many styles of budgets you can use to represent the cost of your program. It is critical to present a well-thought out and well-laid out budget. The budget must be supported by either a budget narrative and/or budget explanations. This budget sheet displays explanations provided in a footnote section. The budget narrative is always located within the text of the proposal.

If your program/project extends over several years, you will need to show the costs/year. You may include increases for inflation, but must explain why your expenses are increasing.

Remember to include other contributors to your program/project within the budget. This will show you are not depending on just one source of funds to stay afloat. Do not forget to show in-kind, sharing costs with other programs, requests from other foundations, as well as a total cost column.

2006-07 Budget for the XYZ Program at Albion College

Item	In-Kind Albion College	Internal Program A	Foundation Request	Project Cost
Stipends/Pay⁽¹⁾				
Program Director				0
Assistant Director				
Student Mentors				
Materials/Supplies				
Postage/Telephone				
Travel				
Speaker Fees⁽²⁾				
Marketing⁽³⁾				
Total				

Budget Explanations

- ⁽¹⁾ Program Director works 15 hrs/wk @ \$25/hr , etc.
- ⁽²⁾ Stipend for two speakers @ \$300/speaker
- ⁽³⁾ Advertising in local paper three weeks @ \$25/wk