

PROJECT BUDGET SUMMARY

Organization Name:

Organization Name

Project Name:

Program/Project Name

Project Time Period

From

To

**Project
Budget**

m/d/y

m/d/y

Income Sources

Government Grants

Foundation and Corporate Grants

United Way

Individual Contributions

In-Kind Support

Reifler Funding Request

Other Income

Total Income

Expenses

Salaries and Wages

Employee Benefits and Taxes

Total Personnel Costs

Equipment Rental & Maintenance

Insurance Expense

Advertising

Postage and Telephone

Training

Professional Fees

Rent and Occupancy

Supplies and Materials

other

other

Miscellaneous Expenses

Total Non Personnel Costs

Total Expenses

Balance of Revenue over Expenses

Parent Organization Budget (Income)

Instructions

- To help with assessment of project grant request a budget is essential
- We would ask that you use the budget template below for your submission
- Please complete the hi-lited areas as well as you know them - not all elements will apply to all grant requests
- The rules for application require that the project be sponsored by a religious congregation or organization
- As a final element please provide the budget for this parent organization - total income