

Thunderbirds Charities Sample Project/Program Budget

Please see sample template below to use as a guide when formulating the budget for the specific project/program you are requesting funding for, from Thunderbirds Charitie. Please be sure to indicate where requested grant funds will be allocated to the overall specific project/program budget. If possible, add a column that reflects your organization's overall budget for the fiscal year in which the grant funds will be used.

Below is a brief explanation of how to fill out each column. **Applicants should add or modify the individual line items to match their budget categories.**

Amount Requested: Indicate how a Thunderbirds Charities grant will support the proposed project/program's budget.

Total Project/Program Budget: List all income and expenses related to the project/program adding or modifying necessary individual line items to match your budget categories.

Total Organizational Budget: List organization's budget, including both income and expense line items for the fiscal year in which the grant funds will be used.

Applicants should add or modify the line items to match their specific budget categories.

Project/Program Income Projections: List Confirmed, Anticipated, Submitted and Prospect sources of income for the project/program, noting the amount in the appropriate column. "Individual Contributions" can be listed as a general source, but other sources such as foundation grants, corporate contributions and government grants/contracts should listed individually, specifying the name of each foundation, corporation or government entity with the amount of funding in the appropriate column.

SAMPLE BUDGET TEMPLATE - MODIFY AS NEEDED

| | | | | |
|---|---|--|--------------------------------------|--|
| Organization Name | Insert Organization Name Here | | | |
| Project Title | Insert Project/Program Title Here | | | |
| Fiscal Year | Insert Fiscal Year (in which the grant will be used) Here mm/dd/yy - mm/dd/yy | | | |
| SAMPLE TEMPLATE - PLEASE MODIFY AS NEEDED. | Total Project/ Program Budget | Thunderbirds Charities Request Amount | Total Organization Budget | |
| Income Sources | | | | |
| Foundation and Corporate Grants | | | | |
| Government Grants and Contracts | | | | |
| Individual Contributions | | | | |
| Earned Income | | | | |
| In-Kind Income | | | | |
| Interest | | | | |
| Endowment | | | | |
| Other Income (please explain) | | | | |
| Total Income | \$ - | \$ - | \$ - | |
| Expenses | | | | |
| Salaries and Wages (<i>please indicate FTE</i>) | | | | |
| Employee Benefits and Taxes | | | | |
| Total Personnel Costs | \$ - | \$ - | \$ - | |
| Consultants | | | | |
| Depreciation | | | | |
| Equipment | | | | |
| Fundraising/Development | | | | |
| Insurance Expense | | | | |
| Marketing/Advertising | | | | |
| Postage and Delivery | | | | |
| Printing | | | | |
| Professional Development | | | | |
| Rent and Occupancy | | | | |
| Supplies and Materials | | | | |
| Telephone and Technology | | | | |
| Travel | | | | |
| Overhead (<i>please include percentage rate</i>) | | | | |
| Other Expense (<i>please explain</i>) | | | | |
| Miscellaneous | | | | |
| Total Non Personnel Costs | \$ - | \$ - | \$ - | |
| Total Expenses | \$ - | \$ - | \$ - | |
| Excess of Revenue Over Expenses | \$ - | \$ - | \$ - | |
| Income Projections | | | | |
| | | | | |
| <i>Confirmed</i> = an income source that has already been secured. | | | | |
| <i>Anticipated</i> = an income source for which a proposal has been submitted and the applicant has a reasonable expectation of receiving funding. | | | | |

Submitted = an income source for which a proposal has already been submitted, but no feedback regarding a funding award has been received.

Prospect = an income source that the applicant intends to solicit, but to which a request for funding has not yet been submitted.

"Individual Contributions" can be listed as a general source, but other sources such as foundation grants, corporate contributions and government grants/contracts should listed individually, specifying the name of each foundation, corporation or government entity with the amount of funding in the appropriate column.

| Income Sources | Confirmed | Anticipated | Submitted | Prospect |
|---------------------|-----------|-------------|-----------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Income | \$ - | \$ - | \$ - | \$ - |