

# Instructions - Organizational Budget Example

Please follow the budget example when submitting your organization's overall budget for the current fiscal year. If you are within 3 months of your fiscal year end, please use your projected budget as current year.

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

**THIS IS NOT MEANT AS A FILLABLE FORM!**

**Total Organizational Budget:** List organization's budget, including both income and expense line items for the current fiscal year.

**Previous Fiscal Year Budget:** List organization's budget for the previous fiscal year.

**Previous Fiscal Year Actual:** List organization's actual totals for the previous fiscal year.

**Budget Narrative:** Clearly explain what is specifically included in any budget revenue or expense line items that are not self explanatory. *For example: Personnel line item includes Program Coordinator, Program Assistant, Volunteer Coordinator and 12 other FTE*

## EXAMPLE FOR ORGANIZATIONAL BUDGET FORMAT

**KEEP TO ONE PAGE IF POSSIBLE**

**THIS IS NOT INTENDED TO BE A FILLABLE FORM.**

<b>Organization Name</b>	<b>Organization Name</b>			
<b>Fiscal Year</b>	<b>Fiscal Year in which the grant will be used (mm/dd/yy - mm/dd/yy)</b>			
<b>Previous Fiscal Year</b>	<b>Previous Fiscal Year (mm/dd/yy - mm/dd/yy)</b>			
<b>PLEASE MODIFY CATEGORY TITLES AS NEEDED.</b>	<b>Total Organization Budget</b>	<b>Previous Fiscal Year Budget</b>	<b>Previous Fiscal Year Actual</b>	<b>% Change Previous Budget/Actual</b>
Income Sources				
Foundation and Corporate Grants				
Government Grants and Contracts				
Individual Contributions				
Earned Income				
In-Kind Income				
Investments				
Other Income <i>(please explain)</i>				
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				
Administrative				
Other Expense <i>(please explain)</i>				
Miscellaneous				
Total Non Personnel Costs		\$	-	
Total Expenses		\$	-	
Excess of Revenue Over Expenses		\$	-	

BUDGET NARRATIVE