



ANNUAL OPERATING BUDGET INSTRUCTIONS

HEADER INSTRUCTIONS:

- First line is **organization's name**.
- Second line is **fiscal year** during which the grant will be used (*mm/dd/yy - mm/dd/yy*).
- Third line is **previous fiscal year date** (*mm/dd/yy - mm/dd/yy*).

Please provide narrative to further explain budget, at bottom of document, if applicable.

COLUMN INSTRUCTIONS:

COLUMN 1 Enter your organization's **budget categories**.

COLUMN 2 Enter your organization's **current year budget (if you are within 3 months of fiscal year end, use projected budget as current)**.

COLUMN 3 Enter your organization's **most complete fiscal year budget**.

COLUMN 4 Enter your organization's **most complete fiscal year actual**.

ORGANIZATION NAME		<i>Your organization's name</i>	
FISCAL YEAR		<i>Fiscal Year during which the grant will be used (mm/dd/yy - mm/dd/yy)</i>	
PREVIOUS FISCAL YEAR		<i>Previous Fiscal Year (mm/dd/yy - mm/dd/yy)</i>	
COLUMN 1 <i>(Budget categories)</i>	COLUMN 2 <i>(See instructions above)</i>	COLUMN 3 <i>(Most complete fiscal year budget)</i>	COLUMN 4 <i>(Most complete fiscal year ACTUAL)</i>
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			
Professional and Outside Services			
Fundraising/Development			
Conference and Training			
Travel			
Equipment			
Insurance Expense			
Marketing/Advertising			
Postage and Delivery			
Printing			
Rent / Facility Costs			
Supplies and Materials			
Technology			
Telecommunications			
Administrative			
Other Expense <i>(please explain)</i>			
Miscellaneous			
Total Non Personnel Costs			
Total Expenses			
Excess of Revenue Over Expenses			

PLEASE USE THIS EXAMPLE AS A REFERENCE TOOL FOR YOUR BUDGET SUBMISSION.
 Please export your organizations existing budgets into a spreadsheet format with comparable columns, similar to this sample.
PLEASE TRY TO KEEP TO ONE PAGE.

*** Budget Narrative:** *Please be sure to include narrative to help explain project / program budget*