



SPECIFIC PROJECT / PROGRAM BUDGET INSTRUCTIONS

HEADER INSTRUCTIONS:

- First line is **organization’s name**.
- Second line is **project/program title**.
- Third line is **fiscal year during which the grant will be used** (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 related to your specific request**.
- COLUMN 2** Enter the **total project/program budget** for requested funding.
- COLUMN 3** Enter the **allocation of Thunderbirds Charities potential grant funds**.
- COLUMN 4** Enter your organization’s **current year budget**.

ORGANIZATION NAME		Your organization’s name	
PROJECT TITLE		Project/Program Title	
FISCAL YEAR		Fiscal Year during which the grant will be used (mm/dd/yy – mm/dd/yy)	
COLUMN 1 (Budget categories)	COLUMN 2 (Total Project/Program Budget)	COLUMN 3 (Thunderbirds Charities Request Amount)	COLUMN 4 (Total Organization Budget)
Income Sources			
Foundation and Corporate Grants			
Government Grants and Contracts			
Individual Contributions			
Earned Income			
In-Kind Income			
Investments			
Other Income (please explain)			
Total Income			
Expenses			
Salaries and Wages (please indicate FTE)			
Employee Benefits and Taxes			
Total Personnel Costs			
Professional and Outside Services			
Consultants			
Equipment			
Fundraising/Development			
Insurance Expense			
Marketing/Advertising			
Postage and Delivery			
Printing			
Conferences and Training			
Rent and Occupancy			
Supplies and Materials			
Technology			
Travel			
Administrative			
Other Expense (please explain)			
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