



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**.

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 **organization's fiscal year's budget which corresponds to the time frame the grant will be used**.

ORGANIZATION NAME		<i>Your organization's name</i>	
PROJECT TITLE		<i>Project/Program Title</i>	
FISCAL YEAR		<i>Fiscal Year during which the grant will be used (mm/dd/yy - mm/dd/yy)</i>	
COLUMN 1 <i>(Budget categories)</i>	COLUMN 2 <i>(Total Project/Program Budget)</i>	COLUMN 3 <i>(Thunderbirds Charities Request Amount)</i>	COLUMN 4 <i>(Total Organization Budget)</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			
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 <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*