

Budget Template

Community Employment and Special Initiative Grants

Note: This is a Sample Budget. Please adapt for your Project's Specific Needs.

Organization Name:

Project Title:

Name of Grant Contact:

Income/Expense Budget

Income/Revenue

Examples:	
<i>Funding from other Grant Sources (list)</i>	
<i>Government Support</i>	
<i>Private/Industry Support</i>	
<i>Fundraising</i>	
<i>Program Fees, if any</i>	
<i>Funding from Kessler Foundation</i>	
<i>Other Income</i>	
Total Income	

	<u>Grant Request from Kessler</u>	<u>Agency's Contribution (if applicable)</u>	<u>Funding From Other Sources</u>	<u>Total Project Budget</u>
Expenses				
Examples:				
<i>Personnel Costs (names, titles, % time, salaries)</i>				
<i>Fringe Benefits for Personnel</i>				
<i>Subtotal Personnel Costs</i>				
<i>Equipment (itemize)</i>				
<i>Seminars</i>				
<i>Printing, Copying, & Postage</i>				
<i>Travel</i>				
<i>Dissemination</i>				
<i>Consultants/Collaborators (list)</i>				
<i>Supplies</i>				
Indirect Costs (maximum of 8% of direct costs)				
Total Expenses				
Net Income (Please explain if deficit or surplus)				