

## Adirondack Foundation: SAMPLE BUDGET TEMPLATE

**HOW TO USE THIS FORM** The Fiscal Officer should use this template for your project budget. We have included examples in each field. Please change these to reflect your budget. Under the expenses and revenue sections, you may add or delete rows as necessary. Please note that if you add or delete rows, this may change the formula equations in the Total Project Budget, Adirondack Foundation Grant, and Total Revenue cells. Please adjust the formulas as necessary to reflect the correct sums.

GRANTEE:			
FISCAL OFFICER:			
<b>INSTRUCTIONS</b>	For this section, please list all expenses that make up the project budget in the "EXPENSE" column. In the Adirondack Foundation (AF) Grant column, outline the allocation of the grant award.		
<b>EXPENSES</b>	<b>DESCRIPTION</b>	<b>EXPENSE</b>	<b>AF GRANT</b>
Project	Curriculum Training-3 instructors @ \$500 each	\$1,500.00	\$500.00
	Travel and per diem: \$500 each	\$1,500.00	\$0.00
	Consultant/Project Coordinator	\$3,500.00	\$3,000.00
	Refreshments for Participants (In-Kind)	\$1,000.00	
Marketing/ Materials	Graphic Designer	\$2,500.00	\$1,500.00
	Office supplies	\$350.00	
	AV equipment rental	\$250.00	
	Program Materials	\$500.00	
	Printing	\$900.00	\$0.00
	<i>TOTAL PROJECT BUDGET</i>	<i>\$12,000.00</i>	
		<i>ADIRONDACK FOUNDATION GRANT</i>	<i>\$5,000.00</i>
<b>INSTRUCTIONS</b>	For this section, please describe the sources and amounts of your cash and in-kind cost-share either as a bulleted list or in full sentences. Matching funds are not required but are viewed favorably.		
<b>REVENUE (Cost Share)</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	
Cash: This includes time committed by staff members of the applying organization, the value of expenses covered by the applying organization for the project, other grants received for this work, and any revenue generated by this work.	Staff Time: PD 4% of time (\$500). \$1,000 marketing grant from Foundation A.	\$1,500.00	
Anticipated Revenue (Initial Budget Only): Please describe any anticipated revenue generated by this work and any pending grants.	<ul style="list-style-type: none"> <li>Participant Fees: 50 attendees @ \$10 per ticket (\$500).</li> <li>Foundation B: \$3,000 grant (decision pending).</li> </ul>	\$3,500.00	
In-Kind: This includes time committed by staff members of partner organizations and in-kind donations, including materials and space contributed to the project/scope of work.	Refreshments for participants valued at \$1,000 (\$20 per person for 50 people)	\$1,000.00	
	<b>TOTAL</b>	<b>\$6,000.00</b>	