

## Adirondack Foundation: SAMPLE BUDGET

HOW TO USE THIS FORM

The Fiscal Officer may use this template for your project budget. We have included examples in each field. You may 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 could 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:

INSTRUCTIONS

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.

EXPENSES	DESCRIPTION	EXPENSE	AF GRANT
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>	\$12,000.00	
		<b>ADIRONDACK FOUNDATION GRANT</b>	<b>\$5,000.00</b>