

**Berrien Community Foundation: *Grant Project Budget Form***

Agency: Amount Requested: **$** Project Name:

*Below is a listing of standard budget items. Please provide the program/project budget on this form and upload to in your online application. This must be saved as a PDF to upload.*

1. **Organizations fiscal year**:
2. **Time period this budget covers**:
3. **Expenses**: include the total amount for each of the following budget categories:

|  |  |  |
| --- | --- | --- |
|  | **Amount Requested** | **Total Program Expense** |
| Salaries |  |  |
| Payroll Taxes |  |  |
| Fringe Benefits |  |  |
| Consultants & Professional Fees |  |  |
| Stipends |  |  |
| Insurance |  |  |
| Travel |  |  |
| Equipment |  |  |
| Supplies |  |  |
| Printing & Copying |  |  |
| Telephone & Fax |  |  |
| Rent |  |  |
| Utilities |  |  |
| Maintenance |  |  |
| Evaluation |  |  |
| Marketing |  |  |
| Other (specify) |  |  |
| Other (specify) |  |  |
| **Totals** |  |  |

1. **Revenue**: include the total amount for each of the following budget categories, in this order; please indicate which sources are committed and which are pending.

**Received: Pending:**

|  |  |  |
| --- | --- | --- |
| **Grants/Contracts/Contributions** | **Amount Received** | **Amount Pending** |
| Local Government |  |  |
| State Government (includes schools) |  |  |
| Federal Government |  |  |
| Foundations (itemize in Budget Narrative) |  |  |