

non-profit guides

grant-writing tools for
non-profit organizations

Budget

Most grantmakers will request both a general operating budget and special project budget (if applicable). Budgets are cost projections. They also show the funder how your project will be implemented and managed. Good budgets reflect carefully planned projects.

This is a sample general operating budget.

Budget Purpose: _____ General Operating Support _____ Project Support
Budget Period: _____ to _____

I. INCOME		II. EXPENSE	
SOURCES	AMT	USES	AMT
Revenue		General Operating Support	
Government grants & contracts		Salaries & Fringe Benefits (for project budgets detail each position to be funded)	
Banks & Foundations		Salaries, Fringe & OTPS	
Earned Income		Salaries, Fringe & OTPS	
Fundraising		Insurance & taxes	
Donations		Consultants & professional fees	
In-kind support		In-kind expenses	
I. TOTAL INCOME	\$	II. TOTAL EXPENSE	\$
Detail OTPS Expenses		Subtotal OTPS Expenses	\$
Banks & Foundations		Equipment	
Earned Income		Supplies	
Earned Income		Printing & copying	
Earned Income, Banks & Foundations		Telephone & fax	
Earned Income, Banks & Foundations		Postage & delivery	
Earned Income		Rent & utilities	
Other Income (specify)		Other Expense (specify)	
Other Income		Other Expense (specify)	
Other Income		Other Expense (specify)	
I. TOTAL INCOME	\$	II. TOTAL EXPENSE	\$
		NET INCOME (income less expense)	\$

OTPS (Other Than Personnel Services)