



FOUNDATION CENTER  
Knowledge to build on.



# INTRODUCTION TO PROJECT BUDGETS WORKSHEET

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Prepare your own project budget.

- How many people will be served by the program?

\_\_\_\_\_

- List all the employees who will work on the project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- List all other direct costs that might be incurred as part of this project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- List income you currently have to support this project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- What in-kind gifts, including volunteers, might be included:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Income**

**Grants and Contributions**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Earned Income**

_____	\$ _____
_____	\$ _____
_____	\$ _____

**Membership/Dues**

_____	\$ _____
_____	\$ _____

**Other Support**

_____	\$ _____
_____	\$ _____
_____	\$ _____

**TOTAL INCOME**

\$ _____
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**Expenses**

**Personnel Costs**

_____	\$ _____
_____	\$ _____
_____	\$ _____

**Non-Personnel Costs**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Indirect Costs**

_____	\$ _____
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**TOTAL EXPENSES**

\$ _____
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