

Project Budget Worksheet

*Needs to be accompanied
 by budget narrative*

Sources of Support:	The Rapides Foundation	Other Cash Sources ³	In-Kind Support ⁴	Total Budget
PROJECT RESOURCES:				
Foundations	_____	_____	_____	_____
Federal/State Grant	_____	_____	_____	_____
Internal Budget or Fundraising	_____	_____	_____	_____
Other	_____	_____	_____	_____
TOTAL PROJECT RESOURCES	_____	_____	_____	_____
PROJECT BUDGET:¹				
Personnel:				
Proposed Positions:	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Existing Positions: (additions/enhancements only for Foundation funding requests)	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Fringe (benefits/taxes)	_____	_____	_____	_____
Consultants	_____	_____	_____	_____
Subtotal Personnel	_____	_____	_____	_____
Other Expenses:²				
Printing/Publications	_____	_____	_____	_____
Media Costs/Advertising	_____	_____	_____	_____
Program Supplies	_____	_____	_____	_____
Office Supplies	_____	_____	_____	_____
Postage	_____	_____	_____	_____
Utilities/Telephones	_____	_____	_____	_____
Space costs	_____	_____	_____	_____
Other:	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Subtotal Other Expenses	_____	_____	_____	_____
Capital Expenditures (over \$1,000)				
Furniture & Fixtures	_____	_____	_____	_____
Project equipment	_____	_____	_____	_____
	_____	_____	_____	_____
Subtotal Capital Expenditures	_____	_____	_____	_____
Other Expenses:	_____	_____	_____	_____
TOTAL PROJECT EXPENSES	_____	_____	_____	_____

1. If project exceeds one year, attach a worksheet for each year and a cumulative budget.
2. Line items listed are a guide. Complete only the necessary items.
3. Identify individually in budget narrative. Additional sources of revenue are encouraged, but not required. Indicate only revenues that are fully committed for the purposes of this project.
4. In-kind can be estimated. Specific calculations of value of volunteer time are not required.