

Project Proposal Budget

Please feel free to add or delete line items to customize this budget format to your project. This budget should be specific to the project and reflect both income and expense in the appropriate columns. Please provide a brief description or explanation of line items as needed in a separate budget narrative. Income and expense should balance in each column.

	The Mecosta County Community Foundation	Your Organization	In-Kind	Other sources (list individually)	Total
PROJECT INCOME					
Grants					
Contributions					
Fees					
Total Income					

PROJECT EXPENSE					
Salaries (titles & % of time on project)					
Benefits					
Consultants (list title & hours)					
Travel					
Office supplies					
Printing/copying					
Postage					
Rent					
Utilities					
Audit					
Materials					
Equipment (list)					
Total Expenses					

Please provide itemized details for all line items as needed in the budget narrative.

