**SBGP PROJECT BUDGET EXPENSE—WORD TEMPLATE**

Applicants seeking grants of $5,000 or less are required to use this budget template when estimating **project expenses** and **project income**, including the amount requested from SBGP.

**EXPENSES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Description** | **Quantity** | **Cost** | **Total** |
| Project stipends |  |  |  |  |
| Consultant(s) |  |  |  |  |
| Guest speaker(s) |  |  |  |  |
| Other: |  |  |  |  |
| **Subtotal: Personnel** |  |  |
| **Supplies** |  |  |  |  |
| Perishable materials |  |  |  |  |
| Durable goods |  |  |  |  |
| Other: |  |  |  |  |
| **Subtotal: Supplies** |  |  |
| **Events** |  |  |  |  |
| Catering or Restaurant |  |  |  |  |
| Other Food & Beverage (not catered) |  |  |  |  |
| Tee shirts and related items |  |  |  |  |
| Awards |  |  |  |  |
| Entertainment Services (e.g., music, moonbounce) |  |  |  |  |
| Other: |  |  |  |  |
| **Subtotal: Events** |  |  |
| **Communications** |  |  |  |  |
| Flyers, Printed Materials |  |  |  |  |
| Mailing Expenses  |  |  |  |  |
| Advertising |  |  |  |  |
| Other: |  |  |  |  |
| **Subtotal: Comm.** |  |  |
| **Miscellaneous** |  |  |  |  |
| City permit(s) |  |  |  |  |
| Insurance |  |  |  |  |
| Other: |  |  |  |  |
| **Subtotal: Misc.** |  |  |
| **TOTAL EXPENSES** |  |  |

**INCOME**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Income** | **Description** | **Quantity** | **Cost** | **Total** |
| SBGP |  |  |  |
| Other Grant(s) |  |  |  |  |
| Sponsorship(s) |  |  |  |  |
| In-Kind Contributions |  |  |  |  |
| Other: |  |  |  |  |
| **TOTAL INCOME** |  |  |
| **TOTAL PROJECT BUDGET** |  |  |