

SAMPLE PROJECT/PROGRAM BUDGET WORKSHEET

PROJECT/PROGRAM INCOME

Source	Amount Committed	Amount Pending*
Government contracts	\$Click here to enter text.	\$Click here to enter text.
Earned income	\$Click here to enter text.	\$Click here to enter text.
Government grants	\$Click here to enter text.	\$Click here to enter text.
Foundations	\$Click here to enter text.	\$Click here to enter text.
Corporations	\$Click here to enter text.	\$Click here to enter text.
United Way or federated campaigns	\$5,000	\$Click here to enter text.
Individual contributions	\$Click here to enter text.	\$Click here to enter text.
Fundraising events and products	\$2,500	\$Click here to enter text.
Membership income	\$Click here to enter text.	\$2,500
In-kind support	\$Click here to enter text.	\$1,200
Investment income	\$Click here to enter text.	\$Click here to enter text.
Other (please specify)	\$Click here to enter text.	\$Click here to enter text.
TOTAL INCOME	\$7,500	\$3,700

**Note: Pending sources of support include those requests currently under consideration. Please indicate anticipated date of notification beside each pending amount.*

PROJECT/PROGRAM EXPENSES

Item	Estimated Amount	Amount Requested from SCC#
Salaries and wages (break down below by position and indicate full- or part-time)		
Summer Instructor (part-time)	\$2,500	
Summer Intern (part-time)	\$1,200	
Click here to enter text.	\$Click here to enter text.	
Insurance, benefits and other related taxes	\$1,000	
Consultants and professional fees	\$1,500	
Travel	\$1,000	
Equipment (can request from SCC <u>ONLY</u> if used specifically by children) – laptop for office	\$1,500	\$Click here to enter text.
Supplies (can request from SCC <u>ONLY</u> if used specifically by children) - \$1,500 for general office supplies; \$3,000 for specialized bikes for kids at therapy camp	\$4,500	\$3,000 – 2nd priority
Printing and copying (can request from SCC <u>ONLY</u> if used specifically by children) - \$500 for office printing; \$250 for copies of bike manuals used by kids at camp	\$750	\$250 – 3rd priority
Telephone and fax	\$250	
Postage and delivery	\$250	
Rent and utilities	\$Click here to enter text.	
In-kind expenses	\$Click here to enter text.	
Depreciation	\$Click here to enter text.	
Other (break down below by grouping like items in related categories – this is for any line item not already listed above)		
3 daily meals for each camper	\$1,500	\$1,500 – 1st priority
Click here to enter text.	\$Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.	\$Click here to enter text.
TOTAL EXPENSES	\$15,950	\$4,750

#Note: Please refer to the list of ineligible categories on the addendum before completing the amounts requested from SCC. Please indicate highest priority, next highest and so on beside each amount requested from SCC on the worksheet above.