

# SAMPLE BUDGET PROPOSAL TEMPLATE

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GRANT YEAR \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

ORGANIZATION ADDRESS \_\_\_\_\_

DOCUMENT NUMBER \_\_\_\_\_

CATEGORY	NOTES	COSTS
<b>STAFFING</b>		
WAGES		
INTEREST		
INSURANCE		
401K		
<b>TOTAL STAFFING COSTS</b>		

<b>UTILITIES</b>		
GAS		
ELECTRIC		
WATER		
PHONE		
INTERNET		
RENT		
<b>TOTAL UTILITIES</b>		

<b>TRAVEL</b>		
LODGING		
MEALS		
PER DIEM		
TRANSPORTATION		
TICKETS		
<b>TOTAL TRAVEL COSTS</b>		

CATEGORY	NOTES	COSTS
<b>EQUIPMENT</b>		
OFFICE SUPPLIES		
COPY MACHINE		
<b>TOTAL EQUIPMENT COSTS</b>		

<b>PROFESSIONAL SERVICES</b>		
ATTORNEY RETAINER		
ACCOUNTING		
PRINTING		
TRAINING		
CONTRACTOR		
<b>TOTAL UTILITIES</b>		

<b>TOTAL COSTS</b>		

**TOTAL PROPOSAL AMOUNT**

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