

Standard Budget Worksheet

Use this template to outline the key costs and sources of revenue you anticipate for the project over the next 12 months.

Project Name:		Date:
Name of Contact Person:		Comments:
INCOME (Amount in US Dollars)	Amounts	
Grants	_____	
Donations	_____	
Membership Fees	_____	
Registration/Fees for Events	_____	
Sales	_____	
Total	_____	
EXPENSE		
Accounting Fees	_____	
Assistance to Individuals	_____	
Conferences & Meetings	_____	
Consultants / Office Staff	_____	
Education / Training	_____	
Equipment (what kind?)	_____	
Grants to Organizations	_____	
Insurance (what kind?)	_____	
Internet & Email	_____	
Licenses & Permits	_____	
Materials (non office)	_____	
Meals	_____	
Membership Dues	_____	
Office Supplies	_____	
Outreach	_____	
Postage and Courier Services	_____	
Printing and Copying	_____	
Production Costs	_____	
Publications: including in-house	_____	
Rent / Storage / Utilities	_____	
Research and Documentation	_____	
Telephone & Fax	_____	
Travel	_____	
Other (describe)	_____	
Total	_____	