

MASTER BUDGET PLANNING CHECKLIST & WORKSHEET

Item	Description/Calculations	SOURCES		TOTAL REQUIRED		
		MATCH	GRANT FUNDS			
PERSONNEL						
A. SALARIES						
Executive Director	FTE ____ x \$ _____ =					
Program/Project Manager	FTE ____ x \$ _____ =					
Program staff	FTE ____ x \$ _____ =					
Clerical/support staff	FTE ____ x \$ _____ =					
Volunteers	FTE ____ x \$ _____ =					
Other	FTE ____ x \$ _____ =					
TOTAL SALARIES:						
B. EMPLOYEE-RELATED EXPENSES (ERE's)						
FICA						
State unemployment insurance						
Health insurance						
Workers' compensation						
Disability insurance						
Vacation						
Sick leave						
Other						
TOTAL EMPLOYEE-RELATED EXPENSES (ERE's):						

Item	Description/Calculations	SOURCES		TOTAL REQUIRED
		MATCH	GRANT FUNDS	
C. CONTRACTUAL SERVICES				
Evaluation				
Independent audit				
Other				
TOTAL CONTRACTUAL SERVICES:				
TOTAL PERSONNEL:				

Item	Description/Calculations	SOURCES		TOTAL REQUIRED		
		MATCH	GRANT FUNDS			
NON-PERSONNEL						
A. SPACE COSTS						
Office rent	___ sq. ft. X \$___/sq. ft./yr.					
Other space						
Custodial/maintenance						
Utilities						
Donated space						
Renovations						
Other						
TOTAL SPACE COSTS:						
B. EQUIPMENT RENTAL, LEASE OR PURCHASE						
<i>(NOTE: Existing furniture and equipment can be applied to your project budget by attaching a statement of equivalent rental value.)</i>						
Office furniture (list):						
Office equipment (list):						
Other furnishings and/or equipment (list):						
TOTAL EQUIPMENT RENTAL, LEASE OR PURCHASE:						

Item	Description/Calculations	SOURCES		TOTAL REQUIRED
		MATCH	GRANT FUNDS	
C. SUPPLIES AND MATERIALS				
Desk-top supplies				
Copying supplies				
Program-related supplies				
Program-related materials				
Other				
TOTAL SUPPLIES AND MATERIALS:				
D. TRAVEL				
Local mileage for staff	_____¢ per mile x _____ miles			
Out-of-area travel: Transportation, lodging, meals, etc.				
Other travel				
TOTAL TRAVEL:				
E. BUILDING COSTS				
NOTE: Attach detailed construction planning budget.				
Land				
Materials				
Construction, renovation, etc.				
Other				
TOTAL BUILDING COSTS:				

Item	Description/Calculations	SOURCES		TOTAL REQUIRED
		MATCH	GRANT FUNDS	
F. OTHER PROGRAM-RELATED EXPENSES				
Telephone-related expenses (installation, monthly service, long distance, etc.)				
Postage				
Fire, theft, liability insurance				
Dues for professional associations				
Printing/copying costs				
Subscriptions				
Publications, books, tapes, etc.				
Training expenses				
Advertising and marketing costs				
Other				
TOTAL OTHER PROGRAM-RELATED EXPENSES:				
TOTAL NON-PERSONNEL:				

DIRECT COSTS: Total of Personnel + Non-Personnel			
INDIRECT COSTS: Itemized or via cost allocation ratio			
TOTAL PROJECT OR PROGRAM-RELATED COSTS:			

MASTER PROPOSAL BUDGET SUMMARY

PROGRAM-RELATED COSTS			
PERSONNEL:			
A. Salaries			
B. Employee-Related Expenses	+		
C. Contractual Services	+		
TOTAL PERSONNEL:	=	→	
NON-PERSONNEL:			
A. Space Costs			
B. Equipment Rental, Lease or Purchase	+		
C. Supplies and Materials	+		
D. Travel	+		
E. Building Costs	+		
F. Other Program-Related Expenses	+		
TOTAL NON-PERSONNEL:	=	→	+
DIRECT COSTS (total of Personnel and Non-Personnel):		=	→
INDIRECT COSTS:			+
TOTAL COSTS: Direct + Indirect			=

ANTICIPATED SOURCES OF FUNDS		
A. Match:		
• Cash		
• Non-Cash (in-kind)		
B. Program-Related Revenues (attach detailed description)	+	
C. Grants Sources	+	
D. Other Fund-Raising Activities	+	
TOTAL SOURCES: (should match "Total Costs")	=	→