Program/Project LOI Budget EXAMPLE

ABC Nonprofit			
Current and Anticipated Income	**Amount**	**Revenue Status**	
Individual contributions	$34,000	(In-hand)	
City of (city name)	$30,000	(In-hand)	
Special Events/fundraisers	$16,000	(Committed)	
XYZ Foundation	$15,000	(Pending)	
Seeds of Strength Grant	$10,000	(Pending)	
ABC Foundation	$20,000	(In-hand)	
Membership dues	$0		
Program Participant Dues	$0		
Total Program/Project Income	**$125,000**		
		Other	**SOS**
Program/Project Expenses		**Funds**	**Grant Request**
Staff salaries and wages	$65,000	$57,000	$8,000
Fringe benefits, payroll taxes and Insurance	$17,500	$15,500	$2,000
Contractual consultants, auditor and professional fees	$4,500	$4,500	
Staff development and training	$1,000	$1,000	
Confrences, travel and lodging	$500	$500	
Cost of space: mtg, rent, utilities, ins, maintenance	$20,000	$20,000	
Fundraising expense	$3,000	$3,000	
Supplies and supporting materials	$5,000	$5,000	
Printing, copying, phone, internet, website and postage	$8,500	$8,500	
Equipment (specify)	$0	$0	
Other (specify)	$0	$0	
Total Program/Project Expenses	**$125,000**	**$115,000**	**$10,000**
Center for Care donated food & clothing (In-Kind Support)		$15,000	
4 Volunteers, 800 service hrs @$24.64 (In-Kind Support)		$19,712	
Total In-Kind Support		**$34,712**	
NOTE:			
The program/project budget needs to clearly identify:			
1. All revenue sources specified as either Committed, Pending, or In-hand			
2. In-kind support expenses			
Revenue Status:			
In-hand- you have received the contribution, gift or grant.			
Pending- a request has been made but not yet agreed to or granted.			
Committed- there is a firm agreement with the donor to give a contribution.			