BUDGET WORKSHEET

**EXPENSES**  (typical categories)

 Cash In-kind

Personnel:

Salaries & Wages (refers to STAFF)

Benefits

Fees (refers to CONTRACTORS)

Supplies & Materials

Travel

Other Operating Costs:

 Space

 Telecommunications

 Printing & Copying

 Other

A. Total Cash Expenses Column

B. Total In-kind Column

C. Grand Total, Expenses (A + B)

**OVER for incomeINCOME** (typical categories)

Earned Income

 Source 1

 Source 2

 Source 3…

 D. Total, Earned Income

Contributed/unearned Income & other grants

 Source 1

 Source 2

 Source 3…

 E. Total, Contributed Income

Applicant Cash

 F. Total, Applicant Cash

G. Total Cash Income (D + E + F)

H. Grant Amount Requested (A – G)

Total In-kind (B)

Grand Total Income (G + H + B)

*In other words, 1) “in-kind” is both an expense and an income item; 2) your grant request is a cash income item which, added to your other cash income, lets you exactly cover your costs; 3) your grand total of expenses and your grand total of income should be exactly the same, with the in-kind figure a “wash” on both sides of the budget.*