**1-Year Budget Chart Template:**

**Organization Name**

**Project Name**

**Grant Time Period**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Project Budget Request | Total Program Budget | Cost/Revenue Explanation |
| *Program Revenue/Income:* |  |  |  |
| Program Fees | *N/A* | **$** | [Insert Explanation of Revenue/Income Here] |
| Grant Funding | **$** | **$** | [Insert Explanation of Revenue/Income Here] |
| Other Revenue Sources | *N/A* | **$** | [Insert Explanation of Revenue/Income Here] |
| Total Revenue: | **$** | **$** | [Insert Explanation of Revenue/Income Here] |
| *Program Expenses:* |  |  |  |
| Salaries and Fringes (include FTE’s) | **$** | **$** | [Insert Explanation of Expense Here] |
| Program Services | **$** | **$** | [Insert Explanation of Expense Here] |
| Program Travel and Meetings | **$** | **$** | [Insert Explanation of Expense Here] |
| Program Event Expenses | **$** | **$** | [Insert Explanation of Expense Here] |
| Program Materials | **$** | **$** | [Insert Explanation of Expense Here] |
| Field Trip and Admissions | **$** | **$** | [Insert Explanation of Expense Here] |
| Program Food | **$** | **$** | [Insert Explanation of Expense Here] |
| Other Direct Costs | **$** | **$** | [Insert Explanation of Expense Here] |
| Indirect Costs | **$** | **$** | [Insert Explanation of Expense Here] |
| Total Costs | **$** | **$** | [Insert Explanation of Expense Here] |

**NOTE: You may add, delete, or rename line items according to what is appropriate for your program.**