

# Appendix C. Budget Format Template Charts

## 2-Year Budget Chart Template:

Organization Name, Grant Time Period

### 2-Year Budget Part I: Budget Chart

\*Please note that no more than 20% of this grant can be used towards indirect or administrative costs.

	Year 1 Project Budget Request (Aim High Funds Only)	Year 1 Total Program Budget	Year 2 Project Budget Request (Aim High Funds Only)	Year 2 Total Program Budget	Cost/Revenue Explanation
<i>Program Revenue/Income:</i>					
Program Fees	N/A	\$	N/A	\$	[Insert Explanation of Revenue/Income Here]
Grant Funding	\$	\$	\$	\$	[Insert Explanation of Revenue/Income Here]
Other Revenue Sources	N/A	\$	N/A	\$	[Insert Explanation of Revenue/Income Here]
<b>Total Revenue:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	[Insert Explanation of Revenue/Income Here]
<i>Program Expenses:</i>					
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]
<b>Total Costs</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	[Insert Explanation of Expense Here]

**NOTE: You may add, delete, or rename line items according to what is appropriate for your program. For an example, see sample chart.**