

Project Budget Template - EXAMPLE

ORGANISATION NAME: _____

INITIATIVE NAME: _____

INCOME (Include any other funding support for this Project)		
<i>Source</i>	<i>Project allocation</i>	<i>Amount \$</i>
From your general operations budget	(Examples might include project management, evaluation, etc)	
From 'X' funder	(Example: from other Govt agencies)	
Other partnering organisations' support	(Example: Might include evaluation, use of their resources or infrastructure etc)	
Other pending grant applications	(Example: Philanthropic, charitable trusts)	
	Sub-Total	\$XXX
	TOTAL INCOME	\$XXX

EXPENSES (Provide a detailed/complete project delivery costs under the following or similar headings. Add as you progress – (we need to know what you will use the money for if successful)		
<i>Expense / Activity item</i>	<i>Unit price / quantity required / Who/What</i>	<i>Amount \$</i>
People (what levels and how many?)	Example (Project Manager 0 hours per week x \$ per hour x length of project/weeks)	
Well-being/ Care packages	Example (quantity, items))	
Consumables / software equipment	Example ((detailed description of each items/quantity)	
Evaluation/Report writing	(by whom? If applicable)	
Venue hire / catering	Example (where, what is needed)	
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
	TOTAL EXPENSES	\$XXX