

Project Title – Budget Template

	Category	Funding Amount	Narrative <i>Use this column to describe how you arrived at the amounts listed for each income category.</i>
Income	Grants and other funding	\$2,000	Identify additional sources (e.g., a school foundation, private foundations, other funders) and amounts of grant funding.
	Fundraising	\$0	List funds raised through a direct appeal.
	Donations	\$0	List funds raised from individuals.
	Other	\$0	List and describe any other funding sources.
	Total Income	\$2,000	

	Category	Expense Amount	Details
Expenses	Staff time	\$500	Include a breakdown of expenses (for example, “5 hours at \$100/hour for collaborative work”).
	Classroom supplies/ materials	\$500	Include the cost per unit purchased (for example, “5 books @ \$20/each”).
	Field trips	\$250	Include a breakdown of costs for transportation, food, etc. (for example, “2.5 hours @ \$100/hour”).
	Professional development	\$250	List costs of additional training or certification (for example, “2.5-hour online seminar @ \$250”).
	Food	\$500	Include a breakdown of costs for food served at community gatherings, catering, lunches, etc. (for example, “50 lunches @ \$10/each”).
	Elder honorariums	\$0	Include a description of what the honorarium was for (e.g., classroom participation, field trip community learnings, etc.).
	Student recognition	\$0	Describe the student recognition (for example, completion of special assignments).
	Total Expenses	\$2,000	

Please add any other expenses or income not identified above.
Amounts and descriptions are examples. Please complete this budget template with your project funding sources and expenses.