

APPENDIX C – Budget Worksheet

Name of Organization:

Prepared by:

	Administration	Program	Total Costs
PERSONNEL EXPENSES	\$		
Salaries & Wages	\$		
Fringe Benefits	\$		
PROGRAM OPERATING EXPENSES	\$		
Supplies	\$		
Staff Travel	\$		
Facilities (direct charges for Rent & Utilities, Maintenance & Janitorial)	\$		
Communications (phones, etc.)			
Equipment Rental & Maintenance	\$		
Equipment Purchase (add approval requirement information)	\$		
Staff Training	\$		
Contractual	\$		
Other	\$		
INDIRECT COSTS (% =)	\$		
TOTAL	\$		