



Your Budget-Building and Proposal Budget Form

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**MASTER BUDGET PLANNING CHECKLIST & WORKSHEET:
Basic Version**

Project period: From _____ through _____

ITEM/CALCULATIONS:	TOTAL VALUE:	FROM THIS GRANT:	MATCH/SOURCE
A. Salaries: • Project staff • Support staff • Admin staff • Hourly/annual • VOLUNTEERS!!			
B. Employee-related expenses			
C. Contractual services: • Skilled/unskilled • VOLUNTEERS!!			
D. Space costs: • Rent/lease/mortgage • Utilities/maintenance			
E. Equipment rent, lease, purchase			
F. Supplies and materials			
G. Travel			
H. Building costs			
I. Other: (Telephone: postage: printing or copying costs: subscriptions; publications, books, tapes; training expenses; advertising/marketing costs; other)			

MASTER BUDGET PLANNING CHECKLIST & WORKSHEET

ITEM	DESCRIPTION / CALCULATIONS		TOTAL VALUE:	MATCHING RESOURCES:		GRANT RESOURCES:	
	FTE (0.00)	X Annual Salary		AMOUNT	SOURCE	AMOUNT	SOURCE
A. SALARIES			TOTAL VALUE				
Executive Director							
Program/Project Manager							
Program staff:							
TOTAL SALARIES:							
B. EMPLOYEE-RELATED EXPENSES (EREs):							
FICA							
State unemployment insurance							
Health insurance							
Workers' compensation							
Disability insurance							
Vacation							
Sick leave							
Other							
TOTAL EREs:							
C. CONTRACTUAL SERVICES:							
Evaluation							
Independent audit							
Other:							

EVERY-THING IT WILL TAKE

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WHAT WE ALREADY HAVE

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WHAT WE NEED TO GET