

SAMPLE PROJECT BUDGET WORKSHEET
courtesy Greenlights for NonProfit Success

PROJECT:

	RECURRING COSTS	ONE TIME COSTS
Personnel	\$ -	\$ -
Materials	\$ -	\$ -
Operations	\$ -	\$ -
Facilities/Furnishing/Equipment	\$ -	\$ -
Other	\$ -	\$ -
TOTAL	\$ -	\$ -

Personnel	Salaries			
	Benefits			
	Other			
	TOTAL	\$ -	\$ -	
Materials	Print			
	Media			
	Electronic			
	TOTAL	\$ -	\$ -	
Operations	Utilities			
	Telephone			
	Fax			
	Telecommunications			
	Training			
	Travel/Mileage			
	Postage			
	Printing			
	Supplies			
	Insurance			
	Other			
	TOTAL	\$ -	\$ -	
Facilities/Furnishing/Equipment	Furniture			
	Equipment			
	Other			
	TOTAL	\$ -	\$ -	
Other	Other			
	Other			