

**SAMPLE PROJECT BUDGET WORKSHEET**  
*courtesy Greenlights for NonProfit Success*

**PROJECT:**

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

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