

SAMPLE PROJECT BUDGET WORKSHEET

courtesy Greenlights for NonProfit Success

**PROJECT:**

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

Personnel

Salaries		
Benefits		
Other		
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

Materials

Print		
Media		
Electronic		
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

Operations

Utilities		
Telephone		
Fax		
Telecommunications		
Training		
Travel/Mileage		
Postage		
Printing		
Supplies		
Insurance		
Other		
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

Facilities/Furnishing/Equipment

Furniture		
Equipment		
Other		
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

Other

Other		
Other		

TOTAL \$ - \$ -