

<b>Sample Budget</b>			
<b>XYZ Nonprofit Sample Budget for XYZ Project</b>			Start and End Dates
Please show all sources of income and line item detail on all expenses.			
			<u>Notes</u>
<b>Income</b>			
[Name of Community Foundation Fund]*	\$	700	
Other Foundation grants listed by name	\$	1,000	awarded
Unrestricted donations	\$	750	\$575 in hand
County/State/Federal Grants	\$	-	
Non-profit to balance	\$	250	
Earned income			
In-kind			
<b>Total Project Income:</b>	<b>\$</b>	<b>2,700</b>	
<b>Expenses</b>			
[Name of Community Foundation Fund]			
Special equipment purchases	\$	700	Vendor quote attached
Other Foundation grants listed by name			
Needs assessment documentation	\$	1,000	Consultant and staff time
Unrestricted Donations			
Volunteer recognition	\$	200	
Special equipment purchases	\$	550	
County/State/Federal Grants			
Non-profit to balance/in-kind			
Staff time	\$	200	
Staff time, supplies, copies	\$	50	
Earned income			
In-kind			
<b>Total Project Expenses:</b>	<b>\$</b>	<b>2,700</b>	
<b>Net Project Income **</b>	<b>\$</b>	<b>-</b>	
** Net project income should be zero or positive. Please explain what happens with a projected surplus.			