Budget Template

Please alter this budget template as necessary to fit the needs of your project. In addition to adding or deleting rows in existing sections, please feel free to add additional sections to this template or delete sections that don't pertain to your project. Colums are set to automatically subtotal. If you make changes to the template, be sure to double check these formulas. If you have any questions about this template, please contact bigideas@berkeley.edu.

SECTION 1. PROJECTED EXPENSES

I. Supplies Cost This section may include the cost of materials for producing your good or tools needed for your project	Supplies Cost Details Please include information here you think will be helpful in explaining the total cost, if applicable (e.g. cost per unit, totally number of units required, etc.)	Total
EXAMPLE: 16 packs of 6 large test tubes (16x150mm)	Each test tube pack of 6 costs $2.70 in the Home Science Tools catalouge: http://www.hometrainingtools.com/test-tubes/c/125/. These test tubes will be used in our after-school chemistry classes. Each of our 16 students will use one 6-pack of test tubes throughout the course of the after-school program. The price caculated to the right includes shipping and tax.	$47.00
Subtotal Supplies		
II. Travel & Transportation Costs This section may include any travel costs associated with your project, including lodging costs.	Travel Cost Details Please include information here you think will be helpful in explaining the total cost, if applicable (e.g. average cost per flight, bus ticket, etc.)	Total
Subtotal Travel		
III. Personnel Costs This section may include the salaries of anyone you are hiring as part of your project	Personnel Cost Details Please include information here you think will be helpful in explaining the total cost, if applicable (e.g. FTE and job description)	Total
Subtotal Personnel		
IV. Other Project Costs	Other Cost Details	Total
Subtotal Other Costs		
TOTAL PROJECTED EXPENSES Please sum all subtotaled sections above here to give your total projected project expenses.		

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SECTION 2. PROJECTED REVENUE

Revenue and In-kind Contribution Sources Please list expected revenue sources in this section, if applicable. Many projects do not need to raise additional funds, and if that is the case for your project, please feel free to remove this section from your budget. If you are presenting a cost-benefit analysis, you may use this section to calculate the cost savings of your project	Revenue/ In-kind Contribution Details Please indicate the status of your revenue sources. Has this funding source been secured? Is it anticipated?	Total
Subtotal additional grant or prize money		
Additional Grant or Prize Money Please list all grant or prize funds that you expect or have been awarded.	**Additional Grant or Prize Money Details** Please indicate the status of each grant or prize. Has this grant or prize been awarded?	Total
Subtotal additional grant or prize money		
Required Matching Funds (if applicable) If any of your revenue sources (above) require a revenue match, please list the matching funds in this section.	**Required Matching Funds Details** Please indicate the status of your matching funds. Has this funding source been secured? Is it anticipated?	Total
Subtotal Required Matching Funds		
TOTAL PROJECTED REVENUE Please sum all revenue sources here.		

SECTION 3. FUNDING GAP

PROJECTED FUNDING GAP Please indicate here the remaining funding gap for your project, if applicable	