

**John P. Ellbogen Sample Budget Template**

The Foundation requests that all partnerships use this format for the budget component of the proposal. Explanations and calculations should explain to the evaluators what the expenditures are for and how amounts shown were determined. The contents in the following template are for demonstration purposes only. This form may be used if contents are deleted to insert what is relevant to the proposal. Cells will expand to fit contents. Add rows as needed.

<b>Budget Category</b>	<b>Amount</b>	<b>Explanation and Calculation</b>
<b>Salaries</b>	\$235,000	Salary for staff of 6 employees including a director @ \$50,000, 3 nurses @ \$50,000 and clerical staff @ \$35,000.
<b>Payroll Taxes</b>		
<b>Employer Paid Benefits</b>		
<b>Total Personnel</b>		

<b>Travel - Program Staff</b>		Staff travel for estimated 30,000 miles @ IRS rate of \$.55/mile
<b>Travel - Participant</b>		
<b>Total Travel</b>		

<b>Contracted Services</b>		
<b>Professional Dev. and Training</b>		
<b>PD/Training Travel</b>		
<b>Total Staff PD/Training</b>		

<b>Materials/Supplies</b>		
<b>Equipment</b>		
<b>Repair and Maintenance</b>		

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<b>Total Supplies/Equipment Purchase and Maintenance</b>		
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<b>Total</b>		

<b>Total</b>		

<b>Total</b>		