

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.

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

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

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

Materials/Supplies		
Equipment		
Repair and Maintenance		

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Total Supplies/Equipment Purchase and Maintenance		
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Total		

Total		

Total		