

Grant Project Budget

Gold-tinted cells are for you to type in. Everything else adds itself up. Sample numbers are fake; clear them before you use this.

Organization:	SAMPLE Riverside Community Pantry (fake)	Funder: SAMPLE Bluebird Community Fdn (fake)
Project:	SAMPLE Weekend Backpack Program	Grant period: 1/1/2027 - 12/31/2027

Line Item / Position	% FTE or Qty	Salary or Unit Cost	Fringe Rate	Calculated Cost	Grant Request	Org Cash Match	In-Kind	Line Total	Check	Budget Narrative Helper (auto-drafted, edit freely)
PERSONNEL Staff time on this project. Calculated = Salary x % FTE x (1 + Fringe Rate).										
Program Coordinator	50%	\$42,000	22%	\$25,620	\$20,000	\$5,620		\$25,620	OK	Program Coordinator: 50% FTE x \$42,000 salary + 22% fringe = \$25,620. Request \$20,000; match \$5,620.
Volunteer Coordinator	25%	\$38,000	22%	\$11,590	\$11,590			\$11,590	OK	Volunteer Coordinator: 25% FTE x \$38,000 salary + 22% fringe = \$11,590. Request \$11,590.
Personnel subtotal				\$37,210	\$31,590	\$5,620	-	\$37,210		
SUPPLIES / MATERIALS Consumable items. Calculated = Qty x Unit Cost.										
Bulk food purchases (monthly)	12	\$1,500.00		\$18,000	\$15,000	\$3,000		\$18,000	OK	Bulk food purchases (monthly): 12 x \$1,500.00 = \$18,000. Request \$15,000; match \$3,000.
Backpacks (donated)	200	\$12.00		\$2,400			\$2,400	\$2,400	OK	Backpacks (donated): 200 x \$12.00 = \$2,400. Request \$0; match \$2,400.
Outreach flyers & printing	1	\$600.00		\$600	\$600			\$600	OK	Outreach flyers & printing: 1 x \$600.00 = \$600. Request \$600.
Supplies / Materials subtotal				\$21,000	\$15,600	\$3,000	\$2,400	\$21,000		
EQUIPMENT Durable items. Check the funder's dollar threshold for 'equipment'.										
Chest freezer	2	\$1,200.00		\$2,400	\$2,400			\$2,400	OK	Chest freezer: 2 x \$1,200.00 = \$2,400. Request \$2,400.
Hand truck	1	\$300.00		\$300		\$300		\$300	OK	Hand truck: 1 x \$300.00 = \$300. Request \$0; match \$300.
Equipment subtotal				\$2,700	\$2,400	\$300	-	\$2,700		
TRAVEL Mileage, lodging, registration. Calculated = Qty x Unit Cost.										
Delivery mileage (miles x rate)	4,000	\$0.70		\$2,800	\$2,000	\$800		\$2,800	OK	Delivery mileage (miles x rate): 4,000 x \$0.70 = \$2,800. Request \$2,000; match \$800.
Food-safety training registration	1	\$450.00		\$450	\$450			\$450	OK	Food-safety training registration: 1 x \$450.00 = \$450. Request \$450.
Travel subtotal				\$3,250	\$2,450	\$800	-	\$3,250		
CONTRACTUAL Outside contractors and services.										
Bookkeeping services (monthly)	12	\$150.00		\$1,800		\$1,800		\$1,800	OK	Bookkeeping services (monthly): 12 x \$150.00 = \$1,800. Request \$0; match \$1,800.
Refrigerated van rental (months)	6	\$400.00		\$2,400	\$2,400			\$2,400	OK	Refrigerated van rental (months): 6 x \$400.00 = \$2,400. Request \$2,400.
Contractual subtotal				\$4,200	\$2,400	\$1,800	-	\$4,200		
OTHER Anything that doesn't fit above: space, insurance, background checks.										
Warehouse space (donated, monthly)	12	\$500.00		\$6,000			\$6,000	\$6,000	OK	Warehouse space (donated, monthly): 12 x \$500.00 = \$6,000. Request \$0; match \$6,000.
Volunteer background checks	40	\$25.00		\$1,000	\$1,000			\$1,000	OK	Volunteer background checks: 40 x \$25.00 = \$1,000. Request \$1,000.
Insurance (program share)	1	\$900.00		\$900		\$900		\$900	OK	Insurance (program share): 1 x \$900.00 = \$900. Request \$0; match \$900.
Other subtotal				\$7,900	\$1,000	\$900	\$6,000	\$7,900		
TOTAL DIRECT COSTS				\$76,260	\$55,440	\$12,420	\$8,400	\$76,260		Direct costs: \$76,260 total, of which \$55,440 is requested from this funder.
Indirect costs (set rate)	10.0%	<= rate %		\$6,786	\$5,544	\$1,242	-	\$6,786	OK	Indirect costs at 10.0% of cash direct costs = \$6,786 (\$5,544 requested). In-kind is excluded.
GRAND TOTAL PROJECT BUDGET				\$83,046	\$60,984	\$13,662	\$8,400	\$83,046	OK	

MATCH SUMMARY

Total match (cash + in-kind)	\$22,062
Cash match	\$13,662
In-kind match	\$8,400
Match % of total project budget	26.6%
Match as % of grant request	36.2%
Grant request % of total project budget	73.4%

HOW TO USE

1. Type in the gold-tinted cells only. Clear the sample numbers first (select them and press Delete).
2. For each line, split the Calculated Cost across Grant Request, Cash Match and In-Kind.
3. 'Check' shows Fix when that split doesn't add up to the Calculated Cost.
4. Set your indirect rate in the gold cell. Use the rate the funder allows (often 10%, or your federally negotiated rate).
5. Copy the narrative helper text into your budget justification, then add the 'why' for each item.
6. Open in Google Sheets (File > Import, or upload to Drive) or in Excel. Print on letter, landscape.