

## Project Budget

**Please Note:** This is a simplified budget worksheet.

**Only include applicable revenue and expenses related directly to the program or project for which you are requesting support.**

*DO NOT INCLUDE BUDGET INFORMATION FOR YOUR ENTIRE ORGANIZATION ON THIS WORKSHEET.*

EXPENSES:	Contribution by Your Organization	Funds from other Sources	Request to Blue River Foundation	Projected Total Project Cost
<b>Administration:</b>				
These costs should not exceed 10% of the total program/project cost.				
Staff/Personnel				
Overhead Expenses				
Other (please specify)				
<b>Consultants/Outside Professionals:</b>				
Fees				
Travel				
Hotel and food				
<b>Marketing/Promotions</b>				
Design/Print costs				
Advertising Expenses				
<b>Supplies &amp; Office Expenses:</b>				
Office Supplies				
Telephone				
Duplicating				
Mailing				
Other				
<b>Equipment:</b>				
Office				
Instructional				
Computer Equipment				
Software				
<b>Space and Remodeling:</b>				
Office Rental				
Renovation and/or Building				
<b>Other:</b>				
Total Direct Costs				
Indirect Cost				
Total Project Cost				

**Budget Narrative (if needed)**