

Grant Application Sample Budget

This is a sample budget template. You may include additional line items appropriate for your event/project, or provide your own version of a detailed budget. Regardless of which format you use, a complete, detailed budget inclusive of all revenues and expenses is required for a complete grant application. Please reference the Grant Guidelines for more information, and for examples of eligible and ineligible expenses. As a reminder, non-profit organizations must provide a minimum 25% match and for-profit organizations must provide a 100% match.

Basic Information

Project Name: Midsummer at the Haywood's Historic Farmers Market

Total Cost of Project	\$3,750.00
Tourism Funding Requested	\$3,000.00
Organization Match Amount	750

Revenues per Market Season

Admission Ticket Sales	\$
Monetary Sponsorships	\$2,000
Applicant/Vendor Fees	\$13,195
Merchandise Sales	\$
Donated Ad Space/Printed Collateral	\$
Leveraging Another Grant	\$
Organization Operational Funds	\$2,000
Other (Please Explain) Fundraisers	\$
Other (Please Explain)	\$
Total Revenues	\$17,195

Expenses

Administrative Expenses/Season	
Salaries - total for market season	\$10,000.00
Insurance - total for market season	\$272.00
Other (Please Explain)	\$
Other (Please Explain)	\$
Administrative Sub-Total	\$10,272.00
Supplies	
Signage	
Promotional Items	\$500.00
Food & Beverage	
Paper Goods & Office Supplies	\$200.00
Other (Please Explain)	\$
Other (Please Explain)	\$
Supplies Sub-Total	\$700.00
Operating Expenses	
Venue Rental	\$
Entertainment	\$75.00
Sound System/AV	\$
Speaker Fees	\$
Prizes and Giveaways	\$325.00
Other (Please Explain)	\$
Other (Please Explain)	\$
Operating Sub-Total	\$400.00
Marketing Expenses	
Print Advertising	\$1,000
Digital Advertising	\$
Google Pay-Per-Click Ads	\$575
Social Media Ads	\$650
Public Relations	\$
Influencer Hosting Fees	\$
Radio Ads	\$700

Photography	\$
Videography	\$
Other (Please Explain)	\$
Other (Please Explain)	\$
Marketing Sub-Total	\$2,925
Total Expenses	\$14,297.00