



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: Steppin Into Spring	
Total Cost of Project	\$8,818
Tourism Funding Requested	\$3,148
Organization Match Amount	\$5,670
Revenues	
Admission Ticket Sales	\$ N/A
Monetary Sponsorships	\$ 500.00
Applicant/Vendor Fees	\$ 480.00
Merchandise Sales	\$ 1,000.00
Donated Ad Space/Printed Collateral	\$N/A
Leveraging Another Grant	\$N/A
Organization Operational Funds	\$N/A
Other (Please Explain)	\$
Other (Please Explain)	\$
Total Revenues	\$ 1,980.00

Expenses	
Administrative Expenses	
Salaries	\$1,100.00
Insurance	\$250.00
Other (Please Explain)	\$
Other (Please Explain)	\$
Administrative Sub-Total	\$ 1,350.00
Supplies	
Signage	\$200.00
Promotional Items	\$50.00
Food & Beverage	\$
Paper Goods & Office Supplies	\$
Other (Please Explain)	\$
Other (Please Explain)	\$
Supplies Sub-Total	\$ 250.00
Operating Expenses	
Venue Rental	\$1,070.00
Entertainment	2,000
Sound System/AV	1,000
Speaker Fees	N/A
Prizes and Giveaways	N/A
Other (Please Explain)	\$
Other (Please Explain)	\$
Operating Sub-Total	\$ 4,070.00
Marketing Expenses	
Print Advertising	\$ 988.00
Digital Advertising	\$ 860.00
Google Pay-Per-Click Ads	\$
Social Media Ads	\$ 1,000.00
Public Relations	\$
Influencer Hosting Fees	\$N/A
Radio Ads	\$
Photography	\$ 300.00
Videography	N/A

Other (Please Explain)	\$	
Other (Please Explain)	\$	
Marketing Sub-Total	\$	3,148.00
Total Expenses	\$	8,818.00

