



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 50% match and for-profit organizations must provide a 100% match.

Basic Information	
Project Name: Maggie Fall Days	
Total Cost of Project	\$ 26150.00
Tourism Funding Requested	\$ 6537.50
Organization Match Amount	\$ 19612.50

Revenues	
Admission Ticket Sales	\$
Monetary Sponsorships	\$
Applicant/Vendor Fees	\$
Merchandise Sales	\$ 2400.00
Donated Ad Space/Printed Collateral	\$
Leveraging Another Grant	\$
Organization Operational Funds	\$ 4700.00
Other (Please Explain)	\$
Other (Please Explain)	\$
Other (Please Explain)	\$
Other (Please Explain)	\$
Total Revenues	\$ 7100.00

Expenses	
Administrative Expenses	
Salaries	\$
Insurance	\$
Other (Please Explain)	\$
Other (Please Explain)	\$
Other (Please Explain)	\$
Other (Please Explain)	\$
Administrative Sub-Total	\$
Supplies	
Signage	\$
Promotional Items	\$
Food & Beverage	\$ 600.00
Paper Goods & Office Supplies	\$ 250.00
Other (Please Explain) Ace hemp cord	\$ 200.00
Other (Please Explain) Pumpkins	\$ 12000.00
Other (Please Explain) Corn / Mums / Haybales	\$ 8800.00
Other (Please Explain) Metal decor	\$ 4300.00
Supplies Sub-Total	\$ 26150.00
Operating Expenses	
Venue Rental	\$
Entertainment	\$
Sound System/AV	\$
Speaker Fees	\$
Prizes and Giveaways	\$
Other (Please Explain)	\$
Other (Please Explain)	\$
Other (Please Explain)	\$
Other (Please Explain)	\$
Operating Sub-Total	\$
Marketing Expenses	
Print Advertising	\$
Digital Advertising	\$
Google Pay-Per-Click Ads	\$
Social Media Ads	\$
Public Relations	\$
Influencer Hosting Fees	\$

Radio Ads	\$	
Photography	\$	
Videography	\$	
Other (Please Explain)	\$	
Other (Please Explain)	\$	
Other (Please Explain)	\$	
Other (Please Explain)	\$	
Marketing Sub-Total	\$	
Total Expenses	\$	26150.00