



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: Haywood County Wedding Weekend Giveaway	
Total Cost of Project	\$20,000.00
Tourism Funding Requested	\$10,000.00
Organization Match Amount	\$10,000.00

Revenues	
Admission Ticket Sales	\$
Monetary Sponsorships - Haywood County Community College SBA	\$
Applicant/Vendor Fees	\$
Merchandise Sales	\$
Donated Ad Space/Printed Collateral	\$
Leveraging Another Grant	\$
Other (Please Explain)	\$
Other (Please Explain)	\$
Other (Please Explain)	\$
Total Revenues	\$ -

Expenses	
Administrative Expenses	
Salaries	200
Insurance	\$300.00
Other (Please Explain)	\$
Other (Please Explain)	\$
Administrative Sub-Total	\$ 500.00
Supplies	
Signage	400
Promotional Items	
Food & Beverage	\$3,000
Paper Goods & Office Supplies	\$
Other (Please Explain)	\$
Other (Please Explain)	\$
Supplies Sub-Total	\$ 3,400.00
Operating Expenses	
Venue Rental	\$3,000
Coordination	\$600
Hair + Makeup	\$250
Officiant	\$250
Entertainment	\$1,600
Transportation	\$400
Operating Sub-Total	\$ 6,100.00
Marketing Expenses	
Print Advertising	\$ 500.00
Digital Advertising	\$ 1,000.00
Google Pay-Per-Click Ads	\$ 2,000.00
Social Media Ads	\$ 1,000.00
Public Relations	\$ 2,000.00
Influencer Hosting Fees	\$
Radio Ads	\$ 500.00
Photography	\$ 1,500.00
Videography	\$ 1,500.00
Other (Please Explain)	\$
Other (Please Explain)	\$
Marketing Sub-Total	\$ 10,000.00
Total Expenses	\$ 20,000.00

Total Expenses	\$
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Total Revenue	\$
Net Profit / Loss	

Non-profit organizations must match the grant request at 50%. For-profit organizations must match it at 100%

Only include salaries that are directly related to the event
Only include insurance for the event, not general business insurance

The difference between the expenses and the revenue.