

Sample of Project Budget

COST ITEMS

Estimated Costs

Advertising (Create your own headings)

Budget: \$ _____

List Items	Estimated Cost	Actual Price
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(Always get 3-4 prices)

- 1.
- 2.
- 3.
- 4.

Estimated Cost	Actual Cost
\$ _____	\$ _____

Office Supplies

Budget: \$ _____

List Items	Estimated Cost	Actual Price
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- 1.
- 2.
- 3.
- 4.

Estimated Cost	Actual Cost
\$ _____	\$ _____

NO COST ITEMS

In Kind Contributions

Business Name	Contribution	Approximate Price of Contribution
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Total Amount of In Kind Contributions
\$ _____

Donations

Business Name	Contributions	Approximate Price of Contribution
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Total Amount of Donations
\$ _____

Projected Budget

Categories	Budget Amount	Actual Amount Spent
Cost Items		
Advertising		
Office Supplies		
Photocopying		

No Cost Items	Budget Amount	Actual Amount Spent
In Kind Contributions		
Donations		

List all Category Items

Categories On Budget

Categories Below Budget By How Much?

Categories Higher than the Budgeted Amount By How Much?

Total budget \$ _____

Amount Spent \$ _____

Does the Budget Balance?