Budget Worksheet Template

Use this template to outline your project budget, detailing the legislative request, organization contribution, and justification for each expense category. Replace [bracketed text] with specific amounts and descriptions relevant to your project.

Category	Legislative Request Share	Organization Share	Total	Justification
Personnel	[$ Insert]	[$ Insert]	[$ Insert]	[Explain how personnel costs support the project]
Fringe Benefits	[$ Insert]	[$ Insert]	[$ Insert]	[Justify fringe benefits, e.g., required employee benefits]
Travel	[$ Insert]	[$ Insert]	[$ Insert]	[Describe travel purpose and destinations]
Equipment	[$ Insert]	[$ Insert]	[$ Insert]	[Explain why equipment is necessary for the project]
Supplies	[$ Insert]	[$ Insert]	[$ Insert]	[Specify supplies and their relevance to the project]
Contractual	[$ Insert]	[$ Insert]	[$ Insert]	[Justify contractual needs, such as consultants or services]
Construction	[$ Insert]	[$ Insert]	[$ Insert]	[Explain any construction costs or improvements]
Other	[$ Insert]	[$ Insert]	[$ Insert]	[Include any other costs and justify them]
Total Direct Charges	[$ Insert]	[$ Insert]	[$ Insert]	[Leave this box blank]
Indirect Charges	[$ Insert]	[$ Insert]	[$ Insert]	[Describe the basis for indirect cost calculations]
Total Project Cost	[$ Insert]	[$ Insert]	[$ Insert]	[Leave this box blank]

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Pro Tip: Use your budget to tell your story. Explain how each expense supports your project's impact and sustainability.