	A	B	C	D	E	F	K	P	Q	R
3	Please refer to the Budget Instructions on first tab.								*This page must accompany the budget*	
4	*Please complete the highlighted fields as needed.*									
5										
6	Applicant Organization Name:	SAMPLE BUDGET						**SAMPLE BUDGET**		
7	Project Title:	EXAMPLE ONLY						**EXAMPLE ONLY**		
8										
9	**Project Budget**	*Proposal* — Enter all anticipated revenue (grant funds and matching contributions) and expenses.						**Budget Notes**		
10		**NHH Grant Request**	**Cash Match**	**In-kind Match**	**Proposed Total**			**Use the Notes column to explain your budget calculations. Add or delete rows as needed.**		
11	**Revenue**	Enter the grant amount requested from NHH in cell B12 **(green)**. List the sum of all cash contributions in column C **(blue)**; list the sum of all in-kind contributions in column D **(yellow)**						**REVENUE NOTES**		
12	NHH Grant Amount	4000			4,000			NHH Grant Amount		
13	Applicant Organization		1500		1,500			Applicant Organization	Applicant org contributing $1500	
14	Individuals		200	800	1,000			Individuals	Cash: $200 in estimated in-person and online donations; in-kind donation from a speaker waiving their fee	
15	Corporations		100	2500	2,600			Corporations	Company X is providng a $100 sponsorship for the event, Company Y is donating the venue space, Business Z providing a non-profit discount for supplies.	
16	Foundations				-			Foundations		
17	Ticket or Registration fees				-			Ticket or Registration fees		
18	Other (please specify)				-			Other (please specify)		
19					-					
20					-					
21	**Total Revenue**	4,000	1,800	3,300	9,100					
22	**NHH Formulas - do not delete ----->**		45%	83%	128%					
23	**Direct Expenses**	List all anticipated expenses below. Use column B **(green)** to list any expenses that will be paid with NHH grant funds; use column C **(blue)** for any expenses covered by cash contributions; use column D **(yellow)** to indicate any in-kind contributions. Add rows as needed.						**EXPENSES**		
24	**PROJECT PERSONNEL COSTS**							**PROJECT PERSONNEL COSTS**		
25	**Salaries:**							**Salaries:**		
26	#1 Jane Doe		400		400			#1 Jane Doe	Jane will attend all events and help answers questions/direct people to their seats. Her labor is estimated at $20/hr X 20 hours	
27	#2 Project Director {NAME}	1000			1,000			#2 Project Director {NAME}	Estimated 20 hours of labor @ $50 an hour. Will organize speakers, publicity, and event coordination	
28	#3 {Enter Full Name}				-			#3 {Enter Full Name}		
29	**Stipends or Honoraria:**							**Stipends or Honoraria:**		
30	#1 Prof. John Doe	500		800	1,300			#1 Prof. John Doe	John Doe's usual speaker fee is $1500. He is accepting a $500 honorarium that will be paid with grant funds. The remainder is an $1000 in-kind donation.	
31	#2 Mary Smith (Panelist)		500		500			#2 Mary Smith (Panelist)	Will be paid a $500 honorarium for speaking as a panelist	
32	#3 James Smith (Panelist 2)	500			500			#3 James Smith (Panelist 2)	Will be paid a $500 honorarium for speaking as a panelist	
33	#4 {Enter Full Name}				-			#4 {Enter Full Name}		
34	#5 {Enter Full Name}				-			#5 {Enter Full Name}		
35	#6 {Enter Full Name}				-			#6 {Enter Full Name}		
36	**PROGRAM COSTs**							**PROGRAM COSTs**		
37	Travel & Meals		100		100			Travel & Meals	100 for mileage for panelists. Calculated using IRS rate X #miles.	
38	Equipment/Tech/Media Use		600		600			Equipment/Tech/Media Use	Production company X will live stream the event. Flat rate	
39	Supplies/Materials	2000		2000	4,000			Supplies/Materials	bookseller.	
40	Publicity/Promotion		200		200			Publicity/Promotion	Cost of boosted adds on social media and posters for the event	
41	Venue Rental			500	500			Venue Rental	Venue is donating their space; usual rate is $500	
42	Evaluation activities				-			Evaluation activities		
43	Other (please specify)				-			Other (please specify)		
44					-					
45					-					
46	**ADMINISTRATIVE** (directly related to project)							**Administrative Costs**		
47	Printing				-			Printing		
48	Photocopying				-			Photocopying		
49	Postage				-			Postage		
50	Other (please specify)				-			Other (please specify)		
51					-				0	
52					-				0	
53					-				0	
54	**Total Expenses**	4,000	1,800	3,300	9,100					
55										