Sample Program Budget Summary for Prospective Donors

How can you best outline your budget for prospective donors? Use this worksheet to begin outlining your expenses in a simple-to-navigate format.

**Expenses**

- **Service Delivery:** $_______ (40% of your total budget)
  Describe your services in detail here:

- **Materials and Supplies:** $_______ (20% of your total budget)
  When estimating this number, include supplies that are directly related to service delivery.

- **Personnel:** $_______ (20% of your total budget)
  Be sure to include volunteer stipends, travel reimbursement, and other expenses.

- **Administration:** $_______ (10% of your total budget)

- **Rent/Office Supplies/Other:** $_______ (10% of your total budget)

**Income**

- **Corporation for National and Community Service:** $_______ (50% of total funding)
  Describe the details of the grant requirement here:

- **Host/Sponsor Organization Co-Share:** $_______ (25% of total funding)
  Identify your sponsor and any cost-share requirement information:

- **Individual Support:** $_______ (15% of total funding)

- **Corporate/Business Support:** $_______ (5% of total funding)

- **Foundation Support:** $_______ (5% of total funding)