Participatory Budgeting Winning Project Implementation Grant Program

Budget Template

**INSTRUCTIONS**

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| --- | --- |
| **1) Build your budget**  Build your proposed budget by completed the table below. **Item/Description** should be as descriptive as possible. **Quantity** should include both a number and what the number represents. **Cost Each** is the cost of one item. **Quantity x Cost Each = Total.** See the Sample Budget on the following page for an example. | **2) Submit your budget**  When you’re ready to submit your application, attach this file to your application when asked to upload a copy of your proposed budget. The application will only accept DOCX or PDF formats. This template is a DOCX file and is compatible with the application’s file attachment feature. |

**PROPOSED BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item/Description** | **Quantity** | **Cost Each** | **Total** |
|  |  |  | $0.00 |
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| *Please manually calculate the grand total and ensure it equals the same as the Amount Requested in your application.* **GRAND TOTAL** | | | **$0.00** |

**SAMPLE BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item/Description** | **Quantity** | **Cost Each** | **Total** |
| Circuit board kits for students | 40 kits | $10 | $400 |
| 3D printers for students | 3 printers | $3000 | $9000 |
| Rental space for hosting educational events at 123 Main St | 6 months | $1000 | $6000 |
| Professional instructors to teach classes | 2 instructors | $5000 | $10000 |
| Food and refreshments | 72 sessions | $100 | $7200 |
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| **GRAND TOTAL** | | | **$32,600.00** |