

**PROPOSAL BUDGET FORMAT
BUDGET SUMMARY**

Funding organizations typically request information such as that requested below. This budget is an example provided by the Carnegie Corporation of New York. Contact your funding organization for guidelines.

Applying Organization: _____
Project Title: _____
Project Director: _____
Financial Officer: _____
Organization's Fiscal Year: _____ **TO** _____
Month Month

Beginning and Ending dates of requested funding (e.g., June 1, 2004 to May 31, 2005)*: _____ **TO** _____
Month Month

	1st Year Project Budget	1st Year Requested from Foundation	2nd Year Project Budget	2nd Year Requested From Foundation	3rd Year Project Budget	3rd Year Requested From Foundation	Total Project Budget	Total Requested from Foundation
From (month/day/year)	From:		From:		From:			
To (month/day/year)	To:		To:		To:			
DIRECT COSTS								
Salaries							\$0	\$0
Fringe Benefits							\$0	\$0
							\$0	\$0
SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consultants							\$0	\$0
Conferences/Meetings							\$0	\$0
Multimedia/Publications							\$0	\$0
Equipment Purchase							\$0	\$0
Office Expenses							\$0	\$0
Travel							\$0	\$0
Other (list individual items that cost \$5,000 or more below)							\$0	\$0
							\$0	\$0
TOTAL DIRECT COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INDIRECT COSTS								
GRAND TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Signature of Project Director: _____ **Date:** _____
Signature of Financial Officer: _____ **Date:** _____

Please provide the following information: (university applicants specify organizational unit, e.g., school, department, or center)
 Total amount of your organization's or unit's annual budget _____
 Amount of proposed project as percentage of your organization's or unit's annual budget _____
 Requested foundation grant as percentage of your organization's or unit's annual budget _____

* The beginning and ending dates of requested funding and the total amount requested from Carnegie should match the dates and amount requested in the proposal.