

Sample Budget Worksheet

Girls Grantmaking Program

Program Component	Anticipated Expenses
Personnel costs including part-time GAB coordinator and a portion of dedicated hours required by office manager and grants manager.	
Operational costs **	
Grant distributions to agencies	
Travel	
Activity, room rental, food	
Printing, web design, postage, program supplies	
TOTAL Program Cost	

** Includes percentage of rent, insurance, telephone, information systems, accounting support, and audit.