## **SAMPLE BUDGET**

- Be sure to include all line items required to carry out the project, even if they are not part of the request.
- If applicable, please list all paid staff positions that are directly responsible for implementation of the project as line items, by title, and include level of engagement with the project (ex: .5 FTE or 30 hours).
- If you have any additional questions on how to complete the project budget template, please contact Canton@HFPGCommunityFunds.org.
- Note: Matching funds are not required for any project.
- Please save your completed form using the following naming convention: CCFGrantBudget2025 abbreviation of your organization name

	Project Costs				
Project Line Item/Description	Other Funding			Funds request	
	Source of Funds	Amount requested from other funding source	Status: Committed, Pending, To Be Submitted, or In-Kind	from Canton Community Fund	Project Total
Program Manager: 40 hours @ \$30/hour	Canton Community Fund			\$1,200	\$1,200.00
Program Manager fringe benefits	Canton Community Fund			\$300	\$300.00
Books and supplies	ABC Foundation	\$3,000	pending		\$3,000.00
Marketing: print ads, social media, collateral	Canton Community Fund			\$1,000	\$1,000.00
Snacks for participants	XYZ Grocery Store	\$750	to be submitted		\$750.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
	PROJECT TOTALS:	\$3,750		\$2,500	\$6,250.00