



EXAMPLE OF GRANT / LOAN APPLICATION BUDGET FORMAT

EXPENSE (If Employee(s) are to be hired)	Amount Requested in this Proposal	Total Project Expenses
1. Personnel		
Salaries and Wages		
Payroll Taxes		
Benefits		
2. Operations		
3. Rent - Utilities		
4. Telephone/ Postage/ Messenger		
5. Printing and Copying		
6. Equipment and Supplies		
7. Other		
Total Expense		

EXPENSE (If building purchase/ renovation/ enhancement)	Amount Requested in this Proposal	Total Project Expenses
1. Contractor bid*		
2. Additional Materials & Supplies		
3. Insurance		
4. Security during construction		
5. Relocation Expense		
6. other		
7. Total Expense		
8. Amount Requested as Grant		
Total Expense		

*Contractor bid selected from a minimum of three bids with explanation of why this bid was selected in the Narrative. All bids must be submitted with the request.