



2 Science Court
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Madison Community Foundation Sample Budget Format

<u>Expenses</u>	<u>Total Amount</u>	<u>MCF</u>	<u>Other Sources</u>	<u>Other Sources</u>
Salary and Benefits:				
Program Manager/Coordinator				
\$ hr x hrs/wk x # wks or	\$0.00	\$0.00	\$0.00	
(total salary & benefits) x (% time spent on project)				
Office Supplies	\$0.00		\$0.00	
Photocopies	\$0.00		\$0.00	
Postage/Shipping	\$0.00		\$0.00	
Other Project/Program Expenses (list)	\$0.00		\$0.00	
Miscellaneous (provide detail)		\$0.00		\$0.00
Evaluation Expenses		\$0.00		\$0.00
Subtotal Expenses	\$0.00			
Administrative Expenses (also known as Indirect costs)				
(may not exceed 15% of Subtotal Expenses) *	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PROJECT EXPENSES				
(sum of Subtotal Expenses & Admin Expenses)	\$0.00	\$0.00	\$0.00	\$0.00
	=====	=====	=====	=====
<u>Funding Sources</u>				
	Secured = S			
	Anticipated = A			
Madison Community Foundation	A	\$0.00		
XYZ Corporation	A	\$0.00		
ABC Foundation	S	\$0.00		
In-kind Contributions	S	\$0.00		
Program Revenues	A	\$0.00		
TOTAL PROJECT FUNDING **		\$0.00		
		=====		

* Administrative expenses include those necessary to support the organization's operations but not directly related to project activities. These might include space rental, telephone, utilities, and use of office equipment.

** Total Project Funding must be equal or more than Total Project Expenses.