

## CFFK 2017 - Michael Dively Social Justice and Diversity Application

**INSTRUCTIONS:** If there is no expense or revenue for a line item, please enter zero or N/A. If you need additional space you may use a separate sheet. Any In Kind revenue **MUST** be offset with an In Kind expense line. Total expenses must equal total revenues (including CFFK grant requested amount).

This is a **SAMPLE** budget form. Please duplicate each line item as they appear below .  
You may add additional information if necessary under Other.

**Organization:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

### Project Expenses

	Sub-Totals	Total Project Expenses
Personnel Costs (List names & titles of people to be compensated)*		\$ _____
_____	\$ _____	Total Personnel
_____	\$ _____	
_____	\$ _____	
Facilities (Name/Amount; Which facility is being compensated)*		\$ _____
_____	\$ _____	Total Facilities
_____	\$ _____	
Equipment (List)*		\$ _____
_____	\$ _____	Total Equipment
_____	\$ _____	
Supplies & materials (Describe)*		\$ _____
_____	\$ _____	Total Supplies & Materials
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
In-Kind Services (Must show balancing entry in Revenues)		\$ _____
_____	\$ _____	Total In-Kind Services
_____	\$ _____	
Printing, Copying and Postage		\$ _____
* Other Expenses: (Describe)		\$ _____
_____	\$ _____	Total Other
_____	\$ _____	
<b>Total Expenses</b>		\$ _____
(Should match Total Revenues)		

### Project Revenues

	Sub-Totals	Total Committed / Projected Revenues
Sponsorships		\$ _____
_____	\$ _____	Total Sponsorships
_____	\$ _____	
Grants - (List from whom)*		\$ _____
_____	\$ _____	Total Grants
_____	\$ _____	
Donations		\$ _____
_____	\$ _____	Total Donations
_____	\$ _____	
Ticket Sales		\$ _____
_____	\$ _____	Total Ticket Sales
_____	\$ _____	
In-Kind Services (Must show balancing entry in Expenses)		\$ _____
_____	\$ _____	Total In-Kind Services
_____	\$ _____	
Other Income (Describe)*		\$ _____
_____	\$ _____	Total Other
_____	\$ _____	
<b>CFFK Grant Request</b>	<b>\$ _____</b>	<b>\$ _____</b>
		<b>Total CFFK Grant Request</b>

**Total Revenue**

(Should match Total Expenses)

\$ \_\_\_\_\_