



SMALL GRANTS PROGRAM SAMPLE BUDGET TEMPLATE

This budget template is meant to serve as a guide to assist applicants with accurately completing the HOPE SF Small Grants Program (SGP) application. This is an example of the types of information that will help the SGP committee best understand your plan when scoring applications; however, the examples provided are not required in order to be awarded.

Project title: Enter the name of the project you are proposing (Example: Yoga in the dark)

Short 1-2 sentence description Explain your project. (Example: Yoga in the dark is a 16 week series of YOGA workshops taught by a resident who has their master yoga certification. Yoga in the dark will be evening Yoga that allows residents to practice and develop various techniques in Yoga, often associated with healing and wellness).

Instructions: The amounts you input in the "Costs" and "Sources" sections will automatically sum in the "Total Costs" "Total Sources" and "Amount Still Needed" cells. Please note additional funding sources are not required for this program, this is for informational purposes only. Use as many or as little line items as needed for your budget. Here is an example below:

Coordinator \$ 2,000.00
Assistant \$ 1,000.00
Printed Materials \$ 500.00
Prizes \$ 800.00
Venue \$ 1,000.00
Equipment rental \$ 600.00
Program Supplies (Journals) \$ 300.00
Transportation \$ 250.00
Outreach supplies \$ 300.00
Food & Refreshments \$ 3,000.00
Miscellaneous Expenses \$ 250.00
Total Costs \$ 10,000.00

Amount Still Needed/Requested \$ 10,000.00

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