

PROJECT BUDGET BREAKDOWN TEMPLATE

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YEAR _____

ORGANIZATION NAME _____

ORGANIZATION ADDRESS _____

DOCUMENT NUMBER _____

CATEGORY	NOTES	COSTS
STAFFING		
TOTAL STAFFING COSTS		

CATEGORY	NOTES	COSTS
UTILITIES		
TOTAL UTILITIES		

CATEGORY	NOTES	COSTS
TRAVEL		
TOTAL TRAVEL COSTS		

CATEGORY	NOTES	COSTS
EQUIPMENT		
TOTAL EQUIPMENT COSTS		

CATEGORY	NOTES	COSTS
PROFESSIONAL SERVICES		
TOTAL UTILITIES		

CATEGORY	NOTES	COSTS
TOTAL COSTS		
TOTAL COSTS		

TOTAL PROPOSAL AMOUNT		
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