**Budget of [INSERT ORG] for Associates’ Committee Grant**

NOTE: This is a budget for the project for which you seek funding – **NOT** your entire organization’s budget. The goal of this form is to provide members of The Associates’ Committee a basis for evaluating the viability of your project and the reasonableness of the amount requested. Therefore, please include as much specificity/detail as your project allows. The categories below are suggestions; you may delete and add categories as befits your proposed project. **However, your budget may NOT be more than a single page and must follow the general template below (including existing font and margins).** You may delete these instructions to allow for more space.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Item Totals** | **Sub-Totals** | **Justification\*** |
| **DIRECT EXPENSES** |  |  |  |
| **Staff Expenses** (e.g., new hire, contract hires, or current staff salaries that you plan to pay out of the grant) |  |  | (A short description for how funds will be allocated and why they are essential to the project) |
|  |  |  |  |
|  |  |  |  |
| *Sub-Total Staff Expense* |  |  |  |
| **Legal Expenses** (e.g., filing fees, translation services, expert witnesses)  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Sub-Total Legal Expenses* |  |  |  |
| **Misc. Expenses**  |  |  |  |
|   |  |  |  |
|  |  |  |  |
| *Sub-Total Misc. Expenses*  |  |  |  |
| **TOTAL DIRECT EXPENSES** |  |  |  |
| **OVERHEAD EXPENSES (% of total Direct Expenses)** |  |  |  |
| **Total Project Expenses** |  |  |

\*A justification is required for all budgeted expenses, including any overhead.