

## SAMPLE BUDGET SPREADSHEET

EXPENSES	TOTAL COST	AMOUNT REQUESTED FROM GRANT	AMOUNT PROVIDED IN- KIND
<b>1. Registration Fees</b>			
Credit Card fees (5% + \$130)	\$ 370.00	\$ 370.00	\$ -
Website design/hosting	\$ 500.00	\$ -	\$ 500.00
<b>2. Administration</b>			
Duplicating maps, registration forms, course signs, pledge forms, thank you letters	\$ 1,250.00	\$ 1,250.00	\$ -
Postage	\$ 50.00	\$ 50.00	\$ -
<b>3. Insurance</b>			
Liability Insurance	\$ 500.00	\$ 500.00	\$ -
<b>4. Supplies</b>			
Bottled water (750)	\$ 375.00	\$ 375.00	\$ -
Finish line banner	\$ 50.00	\$ 50.00	\$ -
Race-day shirts (\$5 each)	\$ 2,000.00	\$ 2,000.00	\$ -
Race numbers (\$0.40 each)	\$ 140.00	\$ 140.00	\$ -
Trophies	\$ 150.00	\$ 150.00	\$ -
<b>5. Advertising</b>			
Newspaper ads	\$ 250.00	\$ -	\$ 250.00
Radio	\$ 75.00	\$ 25.00	\$ 50.00
Television	\$ 250.00	\$ 50.00	\$ 200.00
<b>TOTAL</b>	<b>\$ 5,960.00</b>	<b>\$ 4,960.00</b>	<b>\$ 1,000.00</b>