

**SAMPLE**  
**Project Budget by Function**  
*(Example: Museum Exhibit)*

Project Title:  
 Project Start and End Date:

		<u>Total Project Budget (\$)</u>
<b><u>Expenses</u></b>		
<u>Exhibit Design and Installation (Sample Function 1)</u>		
Consultant/Curator		
Exhibition Design & Installation		
Supplies and Materials		
Printing		
Marketing and Outreach		
<i>Subtotal Exhibit</i>		\$0
 <u>Educational Program (Sample Function 2)</u>		
Consultant/Educator		
Travel		
Supplies and Materials		
Printing		
Marketing and Outreach		
<i>Subtotal Equipment</i>		\$0
 <u>Publication (Sample Function 3)</u>		
Supplies and Materials		
Printing		
Digital and Website Publication		
Marketing and Outreach		
<i>Subtotal Publication</i>		\$0
 <u>*Operating Expenses (Sample Function 4)</u>		
Employee Salaries		
Office Rent and Maintenance		
Telephone, printing, supplies		
Computer Support		
<i>Subtotal Operating</i>		\$0
<b>Total Expenses</b>		\$0

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<b><u>Income (Additional Sources of Funding)</u></b>	<u>Committed (\$)</u>	<u>Requested (\$)</u>	<u>Pending (\$)</u>
Foundations:			
Davis Family Foundation			
X Foundation			
Y Foundation			
Individual Donations			
Corporate			
State/Federal			
Other Income			
<b>Total Income</b>	\$0	\$0	\$0

The Foundation does not normally support general operating and/or administrative expenses (including ongoing salaries such as a percentage of an Executive Directors salary), endowments, annual giving campaigns, or multi-year grants.