

# PROJECT BUDGET

Name of the organization: \_\_\_\_\_

\_\_\_ Urgent Action Grant application

In **Column A** describe the expenses for your project. For example, list the expense for supplies, equipment, outreach activities, mailings, etc. Be sure to include allocations for staff time. In **Column B** indicate the amount you are requesting from Hawaii People's Fund (HPF). In **Columns C and D** indicate any additional amounts that will support that expense. In **Column E** total the full amount for each expense and at the bottom, the grand total for project expense.

	A	B	C	D	E
	Project Expense	HPF Request	Other Source	In-kind Contribution	Total Cost
1		\$	\$	\$	\$
2		\$	\$	\$	\$
3		\$	\$	\$	\$
4		\$	\$	\$	\$
5		\$	\$	\$	\$
6		\$	\$	\$	\$
7		\$	\$	\$	\$
8		\$	\$	\$	\$
9		\$	\$	\$	\$
10		\$	\$	\$	\$
11		\$	\$	\$	\$
12		\$	\$	\$	\$
13		\$	\$	\$	\$
14		\$	\$	\$	\$
15		\$	\$	\$	\$
16		\$	\$	\$	\$
	<b>Total for each Column</b>	\$	\$	\$	\$

(maximum request is \$5,000)

Please identify the sources of revenue for your project, such as foundation grants, individual donations, registration fees,, etc. Indicate the total amount of support from each source and if the source is secured, pending, or in-kind. At the end of the table, total the amount. This total should match the total cost of your project (Column E in the above table).

	*Revenue Sources	Amount	Pending, Secured, or In-kind?
17	Hawai'i People's Fund Grant	\$	Pending
18		\$	
19		\$	
20		\$	
21		\$	
22		\$	
23		\$	
24		\$	
25		\$	
26		\$	
	<b>Total</b>		

## PROJECT BUDGET NARRATIVE (maximum request is \$5,000)

You must attach a budget narrative; please be as specific as possible, describing line-by-line. The Budget Narrative explains the line items and how you arrived at your numbers.

*If you have any questions about completing a project budget, please contact HPF.*

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