

TEMPLATE | PROGRAM BUDGET



**Note:** This template is set up so that you can easily enter numbers in each box, and the totals will be calculated based on your entries. For example, Total Income should equal the sum of all "Income" columns in each row. The Balance will be the Need minus Total Income. This is the amount that you still need to raise for this budget line.

PROGRAM BUDGET: [Title of Program]							
Action 1: Workshop	Calculations	Need	Income	Income	Income	Total Income	Balance
<b>Expenses</b>							
Program staff							
Translator							
Coffee/Tea Breaks							
Group meal							
Venue rental							
Workshop supplies							
Accommodations							
Ground Transportation							
Visas for Participants							
Air Travel							
Per Diems							
<b>Total</b>							