

Project Budget Directions

Use this template to guide your YVC project budget creation. Remember to be descriptive with amounts and purposes.

Line Item Components	
Item	What is being purchased?
Description	Describe the item being purchased.
Quantity	How many will be purchased?
Unit Cost	What is the cost of each item?
Total Project Expenditure	Total Cost (automatically calculated based on quantity and unit cost)
In-Kind Contributions	Funds that will be provided from other sources
Requested Funds	Amount requested from YVC. (automatically calculated based on remaining cost)
Category Descriptions	
Supplies and Equipment	Any materials needed for the project.
Promotion / Publicity / Marketing	Any marketing or promotional expenses associated with the project.
Miscellaneous	Any items not covered in the other two categories.