

**CHJ FOUNDATION COMMON PROPOSAL FORM  
PROJECT & ORGANIZATION BUDGET SUMMARY**

Organization Name  
Federal ID#  
Fiscal Year End

XYZ Charity Inc.
04-1234567
12/31/2006

Enter Program/Project Name Here

	<u>This Request</u>	<u>Total Project Budget</u>	<u>% to Total Income</u>	<u>Total Organization Budget</u>	<u>% to Total Income</u>
<b>Income Sources</b>					
Government Grants		25,000	25.0%	125,000	25.0%
Foundation and Corporate Grants	20,000	60,000	60.0%	300,000	60.0%
United Way		-	0.0%	-	0.0%
Individual Contributions		5,000	5.0%	25,000	5.0%
Earned Income		5,000	5.0%	25,000	5.0%
Interest Income		-	0.0%	-	0.0%
In-Kind Support		5,000	5.0%	25,000	5.0%
Other Income		-	0.0%	-	0.0%
<b>Total Income</b>	<b>20,000</b>	<b>100,000</b>	<b>100.0%</b>	<b>500,000</b>	<b>100.0%</b>
<b>Expenses</b>					
Salaries and Wages	5,000	25,000	25.0%	125,000	25.0%
Employee Benefits and Taxes	1,000	5,000	5.0%	25,000	5.0%
Total Personnel Costs	<u>6,000</u>	<u>30,000</u>	<u>30.0%</u>	<u>150,000</u>	<u>30.0%</u>
Bank Investment Fees	-	-	0.0%	1,500	0.3%
Depreciation Expenses	-	-	0.0%	8,500	1.7%
Equipment Rental & Maintenance	800	4,000	4.0%	20,000	4.0%
Food Costs	500	2,500	2.5%	12,500	2.5%
Fundraising/Development Expenses	-	-	0.0%	5,000	1.0%
Insurance Expense	-	-	0.0%	3,500	0.7%
Marketing/Advertising	-	-	0.0%	8,500	1.7%
Postage and Delivery	100	500	0.5%	2,500	0.5%
Professional Development	-	-	0.0%	3,500	0.7%
Professional Fees	-	-	0.0%	10,000	2.0%
Rent and Occupancy	-	-	0.0%	36,000	7.2%
Supplies and Materials	10,700	53,500	53.5%	200,000	40.0%
Telephone Expense	100	500	0.5%	2,500	0.5%
Travel Expense	800	4,000	4.0%	20,000	4.0%
Project Evaluation Consultant	1,000	5,000	5.0%	15,000	3.0%
	-	-	0.0%	-	0.0%
	-	-	0.0%	500	0.1%
Miscellaneous Expenses					
Total Non Personnel Costs	<u>14,000</u>	<u>70,000</u>	<u>70.0%</u>	<u>349,500</u>	<u>69.9%</u>
<b>Total Expenses</b>	<b>20,000</b>	<b>100,000</b>	<b>100.0%</b>	<b>499,500</b>	<b>99.9%</b>
<b>Excess of Revenue Over Expenses</b>	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>500</u>	<u>0.1%</u>

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Total	% to This Request	Total Project Budget	% to Total Income	Organization Budget	Total Income
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Enter Footnotes Here

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