

ACBF Legal Aid Grants Letter of Inquiry

Proposed Budget

REVENUE	Committed Funds	Pending Funds
1. Grants/Contracts/Contributions		
Local Government		
State Government		
Foundations (itemize on separate lines)		
Corporations (itemize on separate lines)		
Individuals		
Other (specify)		
2. Earned Income		
Events		
Publications and Products		
3. Membership Income		
4. In-Kind Support		
5. Other (specify)		
TOTAL REVENUE		
EXPENSE	Amount Requested In This Proposal	Total Project Expenses
Personnel		
Salaries and Wages * (see Example below)		
Payroll Taxes		
Benefits		
Consultants and Professional Fees		
Travel/Professional Development		
Operations		
Rent		
Utilities		
Telecommunications		
Postage/Messenger		
Printing and copying		
Equipment		
Supplies		
Other		
TOTAL EXPENSE		
*(Example) <u>Full-Time Personnel</u> Executive Director \$ _____ Staff Position #1 \$ _____ Staff Position #2 \$ _____ Staff Position #3 \$ _____ <u>Part-Time Personnel</u> Staff Position #4 \$ _____ Staff Position #5 \$ _____ Staff Position #6 \$ _____		
SURPLUS (DEFICIT)		
TOTAL REVENUE		
(TOTAL EXPENSE)		
TOTAL SURPLUS (DEFICIT)		