

Program Sustainability Assessment Budget Worksheet

Complete as fully as possible to gain a sufficiently clear understanding of the personnel costs, direct program costs, and indirect costs as possible. Your budget assessment should assume continuation of the program within your organization. Not all budget items may apply, but many will.

Budget Items	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL
Anticipated Income at end of current funding cycle													
Government Grants													
Foundation Grants													
Fee for Service													
Product Sales													
Private Contributions													
Other Income													
Anticipated Expenses (Personnel, Direct, and Indirect Costs) to continue program beyond the current funding cycle													
Salaries													
Fringe Benefits													
Allocated Fringe Benefits													
Accounting/Auditing/Banking													
Temporary Personnel													
Advertising													
Computer Services													
Cost of Goods Sold													
Consultants													
Contributions													
Copying													
Creative Services													
Depreciation Expense													
Equipment Rental & Repair													
Speaker Fees													
Insurance													
Legal Services													
List Rental													
Mailing House													
Meetings & Conferences													
Misc													

Program Sustainability Assessment Budget Worksheet Continued

Budget Items	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL
Anticipated Expenses Continued													
Non-Capitalized Equipment													
Office Supplies & Expense													
Training Materials & Supplies													
Postage													
Printing													
Public Relations													
Registration Fees													
Rent													
Seed Grants													
Special Events													
Staff Development													
Stipends													
Subcontractors													
Subs/Pubs/Dues													
Telephone/Telex/Fax													
Translation													
Travel - Board													
Travel - Staff													
Travel - Other													
Subtotal Expense													
													TOTAL COST OF PROGRAM (EXPENSES)
													TOTAL ANTICIPATED INCOME
													TOTAL NEEDED TO CONTINUE PROGRAM AFTER GRANT CYCLE ENDS (Expenses - Income =)