

Nonprofit Organization Budget Request Form

Organization Name:

Date of Request:

Project/Program Title:

Contact Person:

Email / Phone:

Grant/Funding Source (if applicable):

Budget Summary

Budget Category	Description	Amount (\$)
Personnel	Staff salaries, wages, benefits	
Supplies & Materials	Program supplies, office materials	
Equipment	Purchase, lease, or rental	
Travel	Transportation, mileage, lodging	
Contractual Services	Consultants, external services	
Other	Miscellaneous (specify below)	
Total Requested		

Budget Justification/Notes

Please briefly explain how the requested funds will be used for each category, and why they are necessary for your program or project.

Additional Funding Sources

Source	Amount (\$)	Status (Pending/Confirmed)

Prepared by:

Date:

Important Notes:

- Be as specific as possible when describing each budget category.
- Provide justification for all requested amounts to support your needs.
- Include all other sources of matching or supplemental funding, if any.
- This document is often required for grant applications and internal reviews.
- Attach additional information or supporting documentation as needed.