SAMPLE BUDGET TEMPLATE: Professional Development Grant
Note: Do not use "$" (dollar sign) or commas when entering budget numbers.

Enter the amount you are requesting from this grant

I. INCOME SOURCE (complete all that apply)	Amount requested from 2025 Creative Growth Grant	Amount secured from other sources	Additional Notes & Explanation
Requested Amount from 2025 Creative Growth Grant	2500		
Personal Contribution		1000	
Employer or Sponsoring Organization Contribution			
Other Grants or Fellowships (specify)		500	Apple conference stipend
In-Kind Support			
Other (specify)			
TOTAL INCOME	**2500**	**1500**	**4000**

If you have funding from other sources (optional) enter it here and use the additional notes column for explanations

II. PROFESSIONAL DEVELOPMENT OPPORTUNITY RELATED EXPENSES (complete all that apply)	Amount requested from 2025 Creative Growth Grant	Amount secured from other sources	Additional Notes & Explanation
Training / Workshop Fees			
Conference Registration	450	500	$500 Covered by Apple conference stipend
Travel (Airfare, Mileage, etc.)	1000		Flight
Lodging / Accommodation	500		2 Nights Hotel
Meals & Per Diem	150		Meals for 2 days
Professional Coaching / Mentorship			
Learning & Training Materials		200	Training books
Technology for Learning			
Childcare / Accessibility Support	200		Nanny for 2 days
Fiscal Sponsorship Fee (usually 5-10%)	200		ABC nonprofit fiscal sponsor fee
Other (specify)			
Additional Supplies		800	Art supplies for presentation
SUBTOTAL EXPENSES	**2500**	**1500**	4000

In column 1, enter expenses covered by this grant

In column 2, enter expenses covered by other funding sources

Use the additional notes column for explanations

TOTAL REQUESTED FROM CREATIVE GROWTH GRANT		**2500**
TOTAL INCOME FROM OTHER SOURCES		**1500**
TOTAL EXPENSES		**4000**
BALANCE (Should = $0)		**0**

Once you've completed inputting numbers, this row should equal "0"