



Proposal Budgeting Basics: Sample Budget

Wardrobe Works Career Counseling Project

Wardrobe Works (WW) is a community service organization helping low-income clients achieve employment success by providing suitable business attire. WW has built up a great deal of goodwill and respect by being a key player in the employment of a diverse group of needy citizens. This success has inspired them to broaden the program to include services related to helping their clients find the right jobs through skill building. WW is planning to launch a new career counseling service to expand their program and they are seeking funding for this effort.

Expenses

Personnel Costs

Career Counselor @ \$35,000 x 100%	\$35,000
Director of Programs @ \$45,000 x 10%	4,500
Benefits and payroll taxes @ 25%	9,875

Subtotal for Personnel **\$49,375**

Professional Fees:

Resume/Interview Preparation Trainers 2 workshops @ \$500	1,000
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Furniture/Equipment:

2 Computers @ \$1,000	2,000
2 Computer Desks @\$300	600
2 Office Chairs @ \$100	200

Subtotal for Furniture/Equipment: **2,800**

Other Expenses:

Office supplies	500
Books/materials	300
Computer Software	600
Telephone	300
Rent	3,000

Subtotal expenses **\$57,875**

Administrative costs @15% \$ 8,681

Total expenses: **\$66,556**