

BFF Internal Mini Grant Budget Template

Before you begin:

1. Click "Save As" and download document to your computer with a new name.
2. Be sure to save document again before uploading.
3. Please itemize items comprised of multiple components (see sample below).

SAMPLE:

Item	Description if Needed	Amount
Contractual Services	5 artists @ \$1,000/each	\$5,000

Expenses:

Item	Description if Needed	Amount
TOTAL EXPENSES:	(this line should match total income line)	

Income:

BFF REQUEST:		
TOTAL INCOME:	(this line should match total expense line)	