

**Preferred Budget Format of the Mott Foundation**  
**General Purposes Grant**

*This format is **not** required. The line items shown are for example only.  
It is perfectly acceptable for grantees to submit budgets that are the easiest for them to develop and monitor. Grantees will be expected to submit financial reports based on the original budget.*

Organization Name  
Grant Period

<u>Projected Budget</u>	<u>2001</u>	<u>2002</u>
Salaries and fringes (FTEs)	\$	\$
(List by position & percentage of time)		
Consultants and fees		
Advertising and public relations		
Board expense		
Conferences and meetings		
Dues and subscriptions		
Equipment		
Insurance		
Local transportation		
Miscellaneous		
Photocopying		
Postage and printing		
Program materials		
Rent and utilities		
Supplies		
Telephone		
Travel		
Other (please explain)		
Total costs	\$ _____	\$ _____

<u>Projected Sources of Funding</u>	<u>2001</u>	<u>2002</u>
Mott Foundation	\$	\$
XX Foundation		
YY Foundation		
Earned Income		
Interest		
To Be Raised		
Total costs	\$ _____	\$ _____