



Support for Completing the Budget

Budget Category Descriptions

Category	Category Examples
Salaries	Salaries and benefits for staff
Honoraria (Youth)	Honoraria or stipends paid to youth (ages 15-30)
Honoraria (All others)	Honoraria or stipends paid to individuals who do not fit in the above categories, such as speakers, artists, volunteers, elders, knowledge keepers, etc.
Contracts	Contracted work to external vendors (individuals and companies), such as counselors, accountants, design firms, tour guides, etc.
Technology	Computers, cellphones, cameras, etc.
Project Supplies	Medicines, swag, facilitation materials, camping needs, art materials, educational resources etc.
Project Activities	Venue rentals, entrance fees to a museum, kayaking trip, etc.
Food	Meals, snacks, beverages, per diems, etc.
Travel	Flights, car rentals, bus tokens, etc.
Accommodations	Overnight accommodations like hotels, Airbnb, or gifts for hosts (if staying at someone's home)
Communications	Printing, design software, ad spending for social media, audio/visual rentals, etc.
Administration	Postage, banking fees, audit fees, insurance, rent, utilities, office supplies, staff professional development, etc.

Budget Example

Category	Expense Description	Amount
Salaries	1 coordinator (\$30 per hour x 1 hours per week x 20 weeks): \$600	\$600.00
Project Supplies	Hygiene products (\$1,000)	\$1,000.00
Food	Snacks for care packaging and distribution	\$400.00
Administration	<i>no description necessary</i>	\$500.00
Total		\$2,500.00