| **Organization Name** |  |
| --- | --- |
| **Grant Name** |  |

| **Spending Plan Summary** | **Approved Budget** | **Total Funds Used** | **Unspent Balance** |
| --- | --- | --- | --- |

| MAINTENANCE AND OPERATIONS: Includes rent/lease, communications/telephone, vehicle maintenance/fuel, office supplies, utilities/internet, insurances, security services, program services, etc   | **Item Name** |  |  |  | | --- | --- | --- | --- | | **Item Name** |  |  |  | | **Total** |  |  |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| EQUIPMENT: List non-expendable items to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years.   | **Item Name** |  |  |  | | --- | --- | --- | --- | | **Item Name** |  |  |  | | **Total** |  |  |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| PROFESSIONAL/CONTRACT SERVICES: Includes consultants-CPA, Accounting/Bookkeeping, etc   | **Item Name** |  |  |  | | --- | --- | --- | --- | | **Item Name** |  |  |  | | **Total** |  |  |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| TRAVEL/TRAINING: Travel and training expenses of project personnel by purpose.   | **Item Name** |  |  |  | | --- | --- | --- | --- | | **Item Name** |  |  |  | | **Total** |  |  |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| **Total Budget** |  |  |  |
| --- | --- | --- | --- |