# Annual Budget Template

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| --- | --- |
| Citywide Neighborhood Network Fund Expenses |  |
| Staff expenses (administrative) |  |
| Employee benefits |  |
| Professional services |  |
| Occupancy |  |
| General liability insurance |  |
| Directors’ and Officers’ insurance |  |
| Translation, interpretation and accessibility support |  |
| Supplies and materials |  |
| Meetings & community building events |  |
| Development |  |
| Fundraising |  |
| Transfer to Equitable Engagement Fund |  |
| Other (describe):  |  |
| Total for Citywide Neighborhood Network Fund: |  |
|  |  |
| Equitable Engagement Fund Expenses |  |
| Staff expenses (non-administrative) |  |
| Community Events and Meetings |  |
| Professional services |  |
| Supplies and Materials |  |
| Translation, interpretation and accessibility support |  |
| Project Expenses |  |
| Food for events (5% max, must follow food policy) |  |
| Other (describe):  |  |
| Total for Equitable Engagement Fund: |  |
| Total Contract Amount (CNNF+EEF) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*Reimbursement request must follow reimbursement policy.
\*\*Organizations may submit a budget in their own format.